

## Co-Signing Student Documentation

### WHAT:


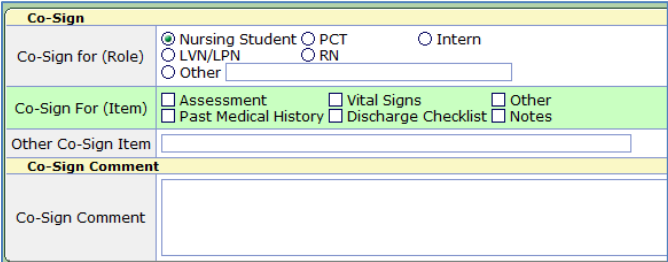
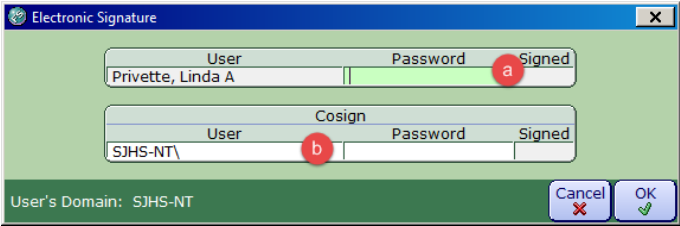
#### Co-signing Non-Medication Documentation

- The **Co-Sign For RN/Student/LVN** intervention should be used to co-sign student documentation.
- The frequency for co-signing student documentation is based on ministry policy. It is not a required function in the system. \*\*\*Please check your ministry policy.
- The co-signature is initiated from the student's documentation session.

#### Co-signing Medication Administration Documentation

- A co-signature is required for each medication.
- The co-signature is initiated from the student's documentation session.
- Medications will have a hard stop requiring a co-signature for each medication administration.

### PROCESS

Co-signing Non-Medication Documentation	
<p><b>Step 1</b></p> <p>On the Intervention List The student selects the <b>Co-Sign for RN/Student/LVN</b> intervention.</p> 	
<p><b>Step 2</b></p> <p>The student completes the assessment screen and clicks <b>Save</b>.</p> <p><i>Note:</i> If the item Assessment is chosen, the specific assessment should be listed in the <b>Co-Sign Comment</b> field.</p>	
<p><b>Step 3</b></p> <p>On the Electronic Signature pop-up screen:</p> <ol style="list-style-type: none"> <li>The student enters their password in the first <b>Password</b> field.</li> <li>The cosigner enters their Username <b>AFTER</b> the verbiage <b>SJHS-NT\</b> in the second <b>User</b> field and their password.</li> </ol> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• The <b>SJHS-NT\</b> verbiage is required. If this is deleted, the system will remove whatever was typed in its place and put the verbiage back in the field.</li> <li>• The Username and Passwords used are the same that is used to log into a computer or email – the AD Username &amp; Password.</li> </ul>	
Co-Signing Medication Administration Documentation	
<p><b>Step 1</b></p> <p>On the eMAR, the student scans the medication being administered.</p>	
<p><b>Step 2</b></p> <p>The Electronic Signature pop screen is completed as described in Step 3 above.</p>	

**QUESTIONS:** Contact your local Clinical Informatics Department or open an AskIT Ticket