

Report Cadence – Charge Nurse

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Charge Nurse or Designee					
Report Name	Where to Find	When to Run	Purpose	How to Use	Rationale
Clinic Hospitalizations-Short Form	Report Wizard Clinic	Beginning of each shift 0500, 1000, 1500	To identify any patients currently in the ED or Admitted	Use Advanced Mode and include xAKI clinic. Select Date Range=Today	AKI pts will only be included if you include the xAKI clinic.
Medication Totals by Patient	Report Wizard Clinic	Beginning of the Day and End of Night	Use with Medications with Date of Next Dose and Medications with Dose Counter reports to identify all dates when the meds were given. Use to make sure Ferrlecit orders end before quarterly iron lab draws.	Use Advanced Mode and include xAKI clinic. Date Range=the last 3 months	Set the date range start date far enough back to display all the given doses that may pertain to the orders being reviewed.
Medications with Date of Next Dose	Report Wizard Clinic	Beginning of the Day and End of Night	To identify Med orders with incorrect Date of Next Dose so they can be corrected	Use Advanced Mode and include xAKI clinic. Use with Medication Totals by Patient report.	Run the report at the end of each night because the Evening charge nurse should have plenty of time to review the report and make any needed order corrections. The Day nurse should run it as well, as a second/final check before meds are drawn.

Report Name	Where to Find	When to Run	Purpose	How to Use	Rationale
Medications with Dose Counter	Report Wizard Clinic	Beginning of the Day and End of Night	To identify Med orders with incorrect dose counts so they can be corrected. Also confirm the frequency (3x/wk vs selected days) is correct.	Use Advanced Mode and include xAKI clinic. Use with Medication Totals by Patient report.	Run the report at the end of each night because the Evening charge nurse should have plenty of time to review the report and make any needed order corrections. The Day nurse should run it as well, as a second/final check before meds are drawn.
Untranscribed Orders	Report Wizard Clinic	0800, 1100, 1400, 1700, 2200	To identify any new MD orders so they can be transcribed.	Use Advanced Mode and include both your regular clinic and xAKI Clinic	AKI pts will only be included if you include the xAKI clinic
Rejected Orders	Report Wizard Clinic	0800, 1100, 1400, 1700, 2200	To identify any orders that have been rescinded and review the reason for rejection	Follow-up with any actions needed. Use Advanced Mode and include both your regular clinic and xAKI Clinic.	There are multiple reasons why an order may be rejected. (For example, the wrong Ordered by MD was selected). AKI pts will only be included if you include the xAKI clinic

Report Name	Where to Find	When to Run	Purpose	How to Use	Rationale
Treatment Flowsheet	Report Wizard Patient	End of Night for next day	<p>This report can be used to paper chart when Clarity is unavailable.</p> <p>Staff can use for setup info with Dialysis Rx, Medications, Allergies. Nurse can use for rounding.</p>	<p>Use Advanced Mode and include xAKI clinic. Select Date Range=Tomorrow Shift =Remove "All Shifts" Shift= select Scheduled for Date Range. Run report.</p> <p>Before printing, choose "2-sided printing." Clean up "old" Treatment Alerts to keep the report to 2 pgs.</p>	<p>If you set up the report in Advanced Mode as described, only patients scheduled at your clinic(s) will be included and it will include AKI pts. Additionally, the report will typically print 2 pages per pt (one sheet per pt).</p> <p>Printing Flowsheets nightly eliminates need for UCs to print Order Changes report. The</p> <p>Flowsheets can be kept in Patient Binder until next set is printed.</p>

Report Name	Where to Find	When to Run	Purpose	How to Use	Rationale
Medication Labels	Report Wizard Clinic	End of Night for the next day	To print labels for syringes	<p>Use Advanced Mode and include xAKI clinic. Date=Tomorrow Patient Shift =Select Value</p> <p>The report is configured to sort/display labels by Medication Name, then by Patient Shift and then by Patient Name</p>	<p>Printing the labels the night before provides the Techs with their heparin labels without any delay.</p> <p>All patients for the day will be included.</p> <p>If you try to sort by shift, you have to be exact. (For example, a pt who runs 1st shift MWFSat will not be included if you choose Shift=1st shift MWF).</p>
RTC Status	Treatments>RTC Status	<p>Continuously throughout the shift.</p> <p>At a minimum: at end of each shift.</p>	Verify all treatments for the shift/day are posted at the end of each shift.	<p>View the TxPosted column and verify all rows have a time entered.</p> <p>The RTC Status page needs to be refreshed (F5) each time you return to it.</p>	<p>All posted treatments will have a time entered in the TxPosted column.</p> <p>If there is a Start Time and an End Time, there needs to be a TxPosted time.</p>