

Ensuring Accuracy of Progress Note Documentation Manual or Computer Generated

The integrity of Resident Progress Note Documentation can be compromised unless accurate data is collected from the point of care.

COMPACT's new data collection sheets will greatly assist staff with recording and communicating vital details for the following tasks:

- Administering PRN medication and recording results.
- Handling the issues associated with medications not given whether refused or withheld.
- Urinalysis testing and recording.

Two different formats are now available.

1. Label Format When completed detach and adhere to manual progress notes.
2. Paper Format When completed use as input medium to computer.

The image displays a collection of medical forms used for resident care documentation. On the left, a vertical strip of yellow 'PRN Progress note' labels is shown, each with fields for Resident Name, Medication, Reason, Effect, and Time assessed. In the center, several light blue 'Medications Not Given' forms are visible, containing fields for Resident Name, Date, Missed Dose Time, Reason, Medications Missed, and notification status. On the right, multiple orange 'Urinalysis' forms are shown, featuring fields for Surname, Given Names, Date, Time, and various test results including Leucocytes, Nitrite, Urobilinogen, Protein, Bilirubin, Glucose, and Ketone. The forms are arranged to show both manual label and paper formats.

Re-Order Ref: PPN-01

Detach and Adhere to Progress Notes

PRN Progress note
 Residents Name: Jean Smart
 Medication: Panaxam 500mg q2
 Date: 24/06/2010 Time: 8am
 Reason: Headache
 Effect: Pain relieved, Medication effective. Resting comfortably.
 Time assessed: 9am Signature: [Signature]

Documenting details of PRN medications administered

These forms are designed to prompt the recording of all relevant details:

- Resident name
- Medication administered
- Date and time given
- Reason for administration
- Authority to administer (if required)
- Nurse's signature when given
- Record of the effect of the medication when known
- Time assessed
- Nurse's signature

When completed:

1. Label Format - Detach and adhere to manual progress notes.
2. Paper Format - Input medium for computer generated Progress Notes - Sign each entry when data entry is made.

Re-Order Ref: RMPN-01

Detach and Adhere to Progress Notes

Medications Not Given: Refused Withheld (tick one)
 Resident: Thomas Smith
 Medication: Colonyl and Senasa
 Date: 24/06/2010 Missed Dose Time: 8am
 Reason: Bowel loose overnight
 Directive: Monitor bowel actions and record - contact Dr. if continues
 Dr. Notified: Yes No Time 8.15am
 Family Notified: Yes No Time 8.30am
 Signature: [Signature]

Documenting medications not given - refused or withheld

These forms are designed to prompt the recording and procedure to follow when medications are refused or withheld:

- Resident name
- Date and time of missed dose
- Reason for medication(s) missed
- Date and time if medication(s) administered later
- Doctor notified or not notified
- Time Doctor notified
- Directive from Doctor if appropriate
- Family notified or not notified
- Time family notified

When completed:

1. Label Format - Detach and adhere to manual progress notes.
2. Paper Format - Input medium for computer generated progress notes - Sign each entry when data entry is made.

Re-Order Ref: URPN-01

Detach and Adhere to Progress Notes

URINALYSIS
 Surname: Smart
 Given Names: Jean
 Date: 24/06/2010 Time: 7.30 PM
 Leucocytes: Neg
 Nitrite: Neg
 Urobilinogen: Normal
 Protein: Neg
 Bilirubin: Neg
 Glucose: Neg
 SG: 1.070
 Ph: 5.0
 Ketone: Neg
 Follow Up: None Required
 MSU Sent:
 Dr Notified:
 Signature: [Signature]

Urinalysis testing and recording

A 'Urinalysis' is an array of tests performed on urine and is one of the most common methods of medical diagnosis. This form ensures that complete interpretation of results is recorded.

- Resident name
- Date and time tests take
- Results of tests
- Tick boxes for follow-up
- Signature of person performing Urinalysis testing and recording details.

When completed:

1. Label Format - Detach and adhere to manual progress notes.
2. Paper Format - Input medium for computer generated progress notes - Sign each entry when data entry is made.

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