Restorative Nurse

Part 1: Restorative Nurse Access

Clicking the **Restorative Nurse** button opens the main Restorative Nurse Access screen.

Restorative Nursing				Reports
Nurse Menu	Restorative Notes/ Assessment	Write PROM Plan	Write Walking Plan	Weekly Minute Totals
Rehab Main Menu	View Restorative Nursing Plan	Write AROM Plan	Write Dressing Plan	Minutes (Calendar)
		Write Splint/ Brace Plan	Write Eating Plan	
		Write Bed Mobility Plan	Write Prosthesis Plan	
		Write Transferring Plan	Write Communication Plan	
			Write Other Plan	

Restorative Notes/Assessment

Clicking the **Restorative Notes/Assessment** button opens a Write screen in the Nursing tab titled *Restorative Nursing.*   This screen may be used to document regular notes regarding the restorative nursing program, as well as complete the initial or annual assessment.   Within here, work from left to right in the documentation screen. Clicking the **Sign** button at the end of the screen will save the entry and return to the Restorative Nurse Access screen.

View Restorative Nursing Plan

The **View Restorative Nursing Plan** button will open a view screen to display the restorative nursing orders for the selected name(s). Orders may be reviewed and edited from this screen (see *Viewing, Editing, Printing Charting below*). The screen may be printed if desired using the
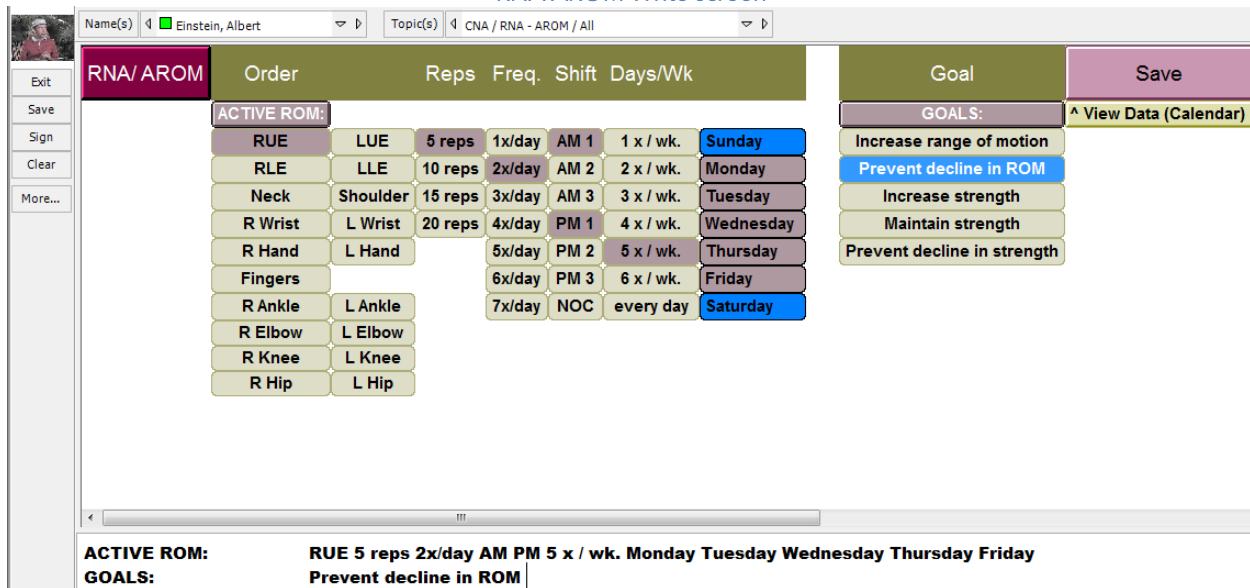
Print button at the top of the screen (underneath **More…**). Click the **Exit** button to return to the Restorative Access screen.

Write (Restorative Nursing Program) Plan

The buttons on the right of the screen will open Write screens for the restorative nurse to write nursing restorative orders.

Example: Click the **Write AROM Plan** button, select the name, and click **OK**. A write screen appears to document the order. Work from left to write, selecting all required items to generate the order. This includes a frequency, shift, days of the week, and goal.
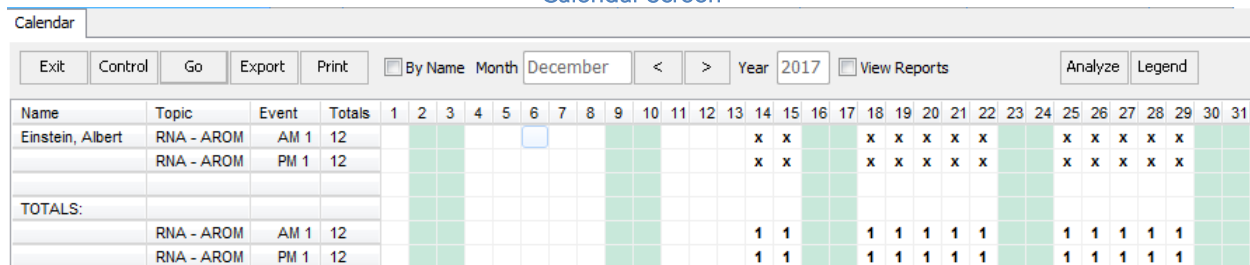
RNA AROM Write screen

Click the **View Data (Calendar)** button to save the order and view a calendar showing the dates the order will appear on the CNA/RA/Restorative Aide assignment:

Calendar Screen

Click the **Control** button to see a different range of dates on the Calendar. Click the **Exit** button to return to the prior screen. Click the **Exit** button again to return to the prior Restorative Access screen.

Part 2: Viewing, Editing, Printing Charting

View Nurse Charting

1. Click the **View Restorative Nursing Plan** button, Select name[s] and click **OK**.

2. Select more than one resident by holding the *CTRL* key on the computer keyboard
3. Click the **Exit** button when finished.

Edit Nurse Charting
1. Follow steps above for viewing information
2. Click the entry that needs to be edited. The entry will turn red. This is called 'tagging' the entry.
3. Click the **Edit** button.
4. Click the desired editing feature. Refer to the table below for editing features.
5. When using Append, DC and Explain or DC and Copy, make the desired change and then click the Next button.
6. Click **Go** to see the changes.

Editing Feature	Function	Example
Append / Append All	Information is permanently attached to the entry; further editing will not be able to be done to the entry except to discontinue	Cosigning a student's documentation
New	A new, separate entry made in the same topic area	Not typically used when editing department notes. Can be used to see where an entry was charted
Copy	An exact copy of the entry is made	An entry was accidentally discontinued and needs to be made active again
Copy One (All) to Other Resident[s]	An exact copy of the entry is made and placed in another resident's chart	An entry was accidentally made in the wrong resident's chart. Use ALL if more than one entry was selected
Discontinue and Append	Entry is discontinued and user is taken to a Write screen to document additional notes	An error was made in documenting the entry and the user would like to explain why the entry is being discontinued
Discontinue and New	Entry is discontinued, a new entry is made in its place	Not typically used when editing department notes
Discontinue and Copy	Entry is discontinued, copy of entry is displayed allowing user to make changes to the original entry	User forgot to use a button word when documenting and would like to 'insert' the word into the entry
Discontinue	Entry is discontinued	Not typically used when editing department notes
Discontinue All	All highlighted entries are discontinued for one resident	Not typically used when editing department notes
Discontinue Multiple Resident Entries	All highlighted entries are discontinued for multiple residents	Not typically used when editing department notes

Skip	Allows user to skip a highlighted entry	Highlighted an entry that does not need editing