

## SOARIAN CLINICALS ORDERS COMPETENCY DOCUMENTATION

JOB TITLE: \_\_\_\_\_

NAME: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_

STANDARD OF CARE	APPROVED RESOURCE FOR COMPETENCY VALIDATION	Staff Date/Initials	STANDARDS OF PRACTICE	
			INTERVENTION/SKILLS	Validated by DATE/INITIAL
Demonstrate the ability to place orders and manage orders	Computer Lab Demo		<ul style="list-style-type: none"> <li>• Navigate to the orders screen</li> <li>• Place a new order</li> <li>• Select orders using search, picklists, and order sets</li> <li>• Complete order detail forms</li> <li>• Sign orders</li> <li>• Work with the ordering icons in unsigned orders</li> <li>• Manage orders in unsigned orders, including duplicate orders</li> <li>• Place Radiology, Laboratory, Diet, Consult Orders</li> <li>• Place recurring orders</li> <li>• Place nurse collect lab orders</li> </ul>	
Demonstrate the ability to manage orders in Current Orders	Computer Lab Demo		<ul style="list-style-type: none"> <li>• View Orders in Current Orders using the view selector and sort options</li> <li>• Discontinue an order</li> <li>• Revise an order</li> <li>• View Order Details</li> <li>• View Order History</li> <li>• Acknowledge an order</li> </ul>	

STANDARD OF CARE	APPROVED RESOURCE FOR COMPETENCY VALIDATION	Staff Date/Initials	STANDARDS OF PRACTICE	
			INTERVENTION/SKILLS	Validated by DATE/INITIAL
Demonstrate the ability to manage the Specimen Collection worklist	Computer Lab Demo		<ul style="list-style-type: none"> <li>Identify orders that will populate the Specimen Collection Worklist.</li> <li>Mark the order as specimen collected from the Specimen Collection worklist.</li> </ul>	
Demonstrate the ability to acknowledge orders	Computer Lab Demo		<ul style="list-style-type: none"> <li>Acknowledge orders from the Orders to be Acknowledged Worklist</li> <li>Acknowledge orders from Current Orders</li> </ul>	
Demonstrate the ability to manage interventions	Computer Lab Demo		<ul style="list-style-type: none"> <li>Add orders that will populate the Interventions Worklist</li> <li>Mark an order as complete from the Interventions Worklist.</li> <li>Mark an order as complete from Charting, Interventions</li> </ul>	
Demonstrate the ability to manage and view orders from the Patient Record.	Computer Lab Demo		<ul style="list-style-type: none"> <li>Navigate to the Patient Record</li> <li>View the Orders Flowsheet</li> <li>Understand the Patient Record display and Icons</li> <li>View Order and Order Occurrence Information</li> <li>View Order Details and History</li> </ul>	