Dietitian Guided Practice

Log In to Hyperspace

1. Log in using the **User ID** and **Password** on your **Class Information Sheet** and press **Enter**.

2. Read the **Message of the Day** and click **OK**.

3. If prompted, click **Remind Me Later** and **OK**.

4. If prompted, click **OK** for the **Patient Lists** alert.

5. Locate the department name at the top of the screen. It should say **CLINICAL NUTRITION**.

6. Click on the **Epic** button in the upper left to see the menu.
   - Additional submenus are also available.

Create Personal Patient Lists

1. Right click on the **ASP Generic** folder in your **My List** section and select **Properties.**

2. In the **Name field** change the name to **All Patients**.

Available Columns: Column headers that are available for you to add to your Patient Lists.

Selected Columns: Columns that you already have on your Patient Lists. We do not recommend deleting columns from the suggested Aspirus list as this is a template set up in advance based on your role or specialty.

3. Click the **Copy** button.

4. Scroll through the list and locate the **Nutrition My List Template**.

5. Click **Accept 2** times**.** Once to accept the list and once to close the properties.

6. Click the **Edit List** button and select **Create My List.**

7. In the **Name field** type "**Clinical Nutrition**".

8. Click the **Copy button** and search for the same template "**Nutrition My List Template**".

9. Click **Accept** 2 times.

Locate Patients

1. Open the **Divine Savior Hospital** list under **Available Lists**.

2. Open the **All Nursing Units** list.

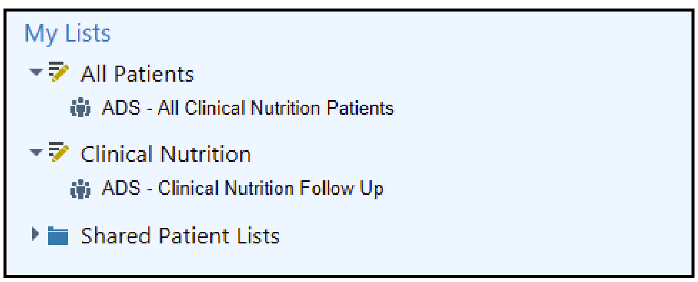
3. Click the arrow to collapse the list.

4. Open the **Census** list and close or collapse the folder.

5. Open the **Clinical Nutrition** list.
- This folder contains 4 system lists specifically designed for dietitians.
- Patients will automatically be added and removed from this list based on consults and orders.
- You can add these system lists to the Clinical Nutrition My List you just created.

7. Right-click on the **ADS – All Clinical Nutrition Patients** list > **Send To** > **All Patients**.

8. Right-click on the **ADS – All Clinical Nutrition Follow Up** list > **Send To** > **Clinical Nutrition**.
   - You should have one system list under each of your My Lists.



There are no patients on these lists in the training environment. We will search for a system list for another hospital to find our patient.

9. Collapse the Divine Savior Hospital List and scroll to the bottom.

10. Open the **Wausau Hospital** folder > **Clinical Nutrition - WH** > **Clinical Nutrition Follow up.**

11. Right-click and send this list to your **Clinical Nutrition** folder.

12. Click on the **Patient** column header and select patient name to alphabetize the patients.

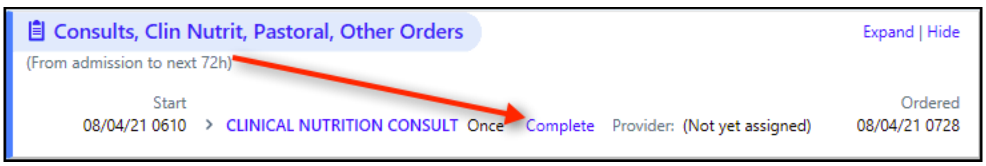
13. Single-click on your **Ray** patient.

Patient Lists Reports

The bottom half of the Patient Lists contains reports. These reports contain patient information that can be seen when single clicking on a patient. **Patient Lists Reports** are used to gather information on your patients without having to go into each individual chart.

1. Scroll through the **Overview** report to find out more information about your patient.
   - Each button on the toolbar represents a different report.

2. Click to open the **Active Orders** report.
   - There is a section for Consults, Clinical Nutrition, Pastoral, Other Orders.
   - There is also a Complete hyperlink.
   - When you have completed your consult, clicking Complete will take the patient off the consult system list.



We would like the **Food Nutrition Overview** as the default report.

3. Click on the **wrench icon** next to the report search box and select Add or remove buttons from toolbar.

4. Search for the **Food Nutrition Overview** and click the up arrow until it displays at the top of the list.

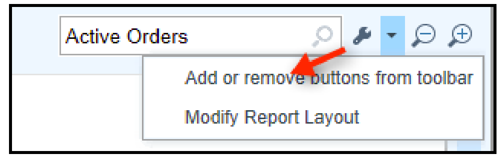
5. Click **Accept**.
   - Your changes display on the toolbar and will show each time you log in to Hyperspace.

Review the Chart

1. Double-click on the patient’s name to open the chart.

2. If prompted, click **Let’s Go**.
   - The chart opens to the Summary activity.
   - The Summary activity is another place to review patient information using reports.

3. Click on the **wrench** icon next to the report search box and select **Add or remove buttons from toolbar**.



4. Scroll to the first empty row, click on the magnifying glass, and select the **ASP Nutrition Handoff** report.

5. Click the magnifying glass in the next empty row and select the **Food Nutrition Overview** report.
    - We would like to have these reports display first on the toolbar.

6. Click on the **Food Nutrition Overview** report and click the up arrow until it displays at the top of the list.

7. Move the **ASP Nutrition Handoff** to the second position.

8. Click **Accept**.

Chart Review

1. Open the **Chart Review** activity.
    - The **Chart Review** Activity contains **current and historical information**. Any time a patient has contact with the Aspirus Hospitals or Clinics an encounter is created. These encounters are divided into the appropriate tabs across the top of the activity.
    - The **Encounters Tab c**ontains all encounters including Office Visits, ER visits, Phone Calls etc.

2. Single-click on the **Admission** encounter for today to see the details on the right side of your screen.
    - The report includes hyperlinks that will take you to different places in the chart.

3. Use the tabs across the top of the activity as filters to filter the information that you would like to see.

MAR Activity

1. Open the **MAR** activity.
    - This activity opens as a Read-Only activity allowing you to view medication administration.

2. Click on the **Report** in the toolbar.
    - This report allows you to review all the patient's medications for up to 10 days.

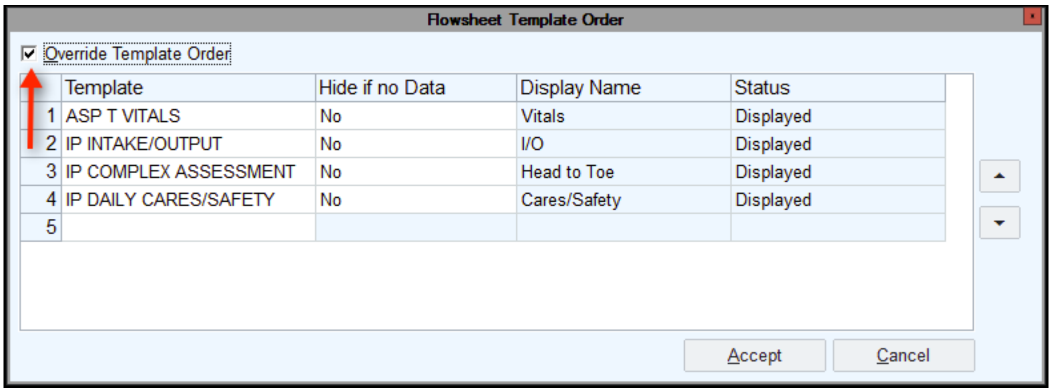
3. Click **Close**.

Document in the Flowsheet Activity

1. Open the **Flowsheets** activity.

2. Click on the **wrench** icon.

3. To unlock the flowsheet template, click in the **Override Template Order** box.



4. Type "**dietitian**" in the first empty row and press **Enter**.
   - You should see Dietitian Follow Up in the Display Name column.

5. Click **Accept**.

6. Open the **Dietitian Follow Up** flowsheet.

You can document in the time column that displays, you can add a column for the current time, or add a column for a time in the past.

7. Click **Add Col**.
   - A column displays for the current time.

8. Click **Insert Column**.
   - We will assume we saw the patient one hour ago.

9. Type "**h-1**" in the **Time** field and press **Enter**.
   - You now have a column for 1 hour in the past.

10. In the time column for 1 hour in the past, click on the **calendar** icon located in the "next date for" cell.

11. Select a date in the future to **Accept** and close the calendar window.

12. Click on the magnifying glass in the **Comments** field.
    - Multiple items can be selected.

13. Left click on **See in 1-2 days** and **See when eating**.

14. Click **Accept**.

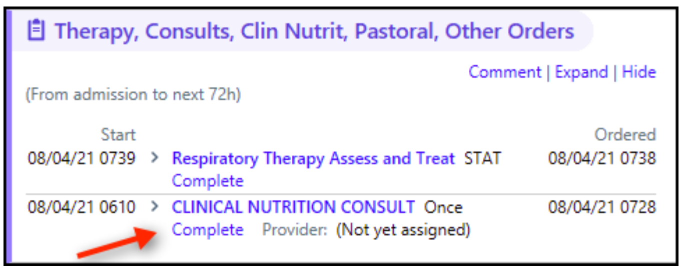
15. Click **File** in the activity toolbar.

Complete the Order

1. Open the **Summary** activity.

2. Open the **Food Nutrition Overview** report.

3. Click the **Complete** link for the **CLINICAL NUTRITION CONSULT**.



4. Click **Yes** for the **Order Status** popup.
   - The Status is now Completed, and the patient will fall off the Nutrition Consult system list.

Place an Order

Depending on the policies at your hospital, dietitians may be able to enter orders. Some orders can be entered requiring a cosign by an authorizing provider. Some orders can be placed as "per protocol" and no cosign is required.

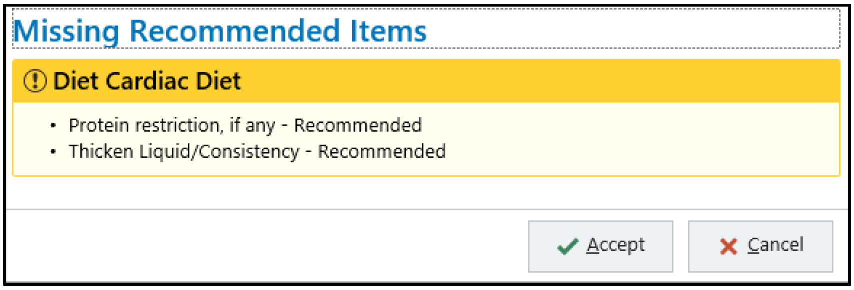
1. Open the **Orders** activity and type "**diet**" in the search field and press **Enter**.

2. Double-click on the **CARDIAC DIET** order to select since a single-click will only highlight.
   - The order displays in the sidebar with a yield sign.
   - Yield Sign = Recommended
   - Red Stop Sign = Required

3. Click on the order to open the order composer
   - The order composer opens with stop signs and yield signs.
   - Some fields are defaulted.
   - You can update any of the fields in the order composer.

4. Make your own selections for the rest of the order details.

5. Click **Accept**.
   - If some of the recommended items are not addressed, you will see the **Missing Recommended Items** alert.
   - You can still **Accept** and **Sign** the order.



6. Select **Per Protocol-No Cosign Required**.

7. Enter the name of the **Attending Provider** from the **Storyboard**.

8. Click **Accept**.

Document Patient Education

1. Open the **Education** activity and click on the Education tab. (Click Got It for the pop ups.)

2. Click **Add Title in the bottom left corner.**

3. Type "**nutrition**" and press **Enter**.

4. Double-click on **CLINICAL NUTRITION WH**.

5. Check the **Heart Healthy Diet** and **Fluid Restrictions** boxes to add this education to the patient's chart.

6. Click **Accept**.

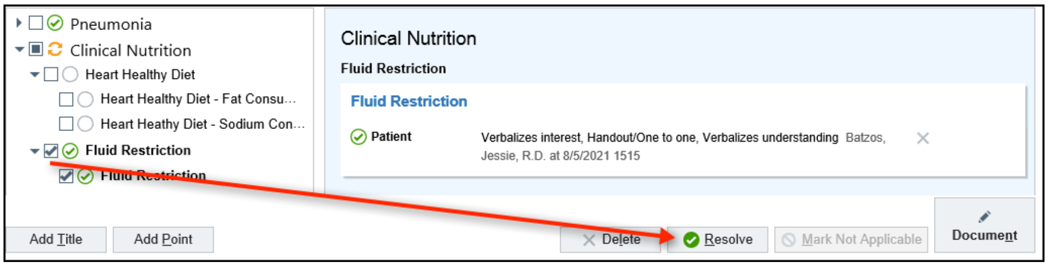
7. Click the box for **Fluid Restrictions**.

8. Click **Document** and enter the following information:
   - Learners – Patient
   - Readiness – Verbalizes Interest
   - Method – One to one and Handout

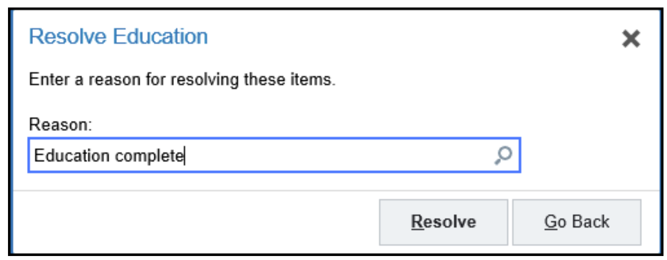
- Response – Verbalizes Understanding

9. Click **File**.

10. Check the box for **Fluid Restrictions** again and click **Resolve**.



11. Select a **Reason** of **Education complete** and click **Resolve**.
    - The education topic no longer displays.



12. Complete the **Heart Healthy Diet** education documentation using your own selections.

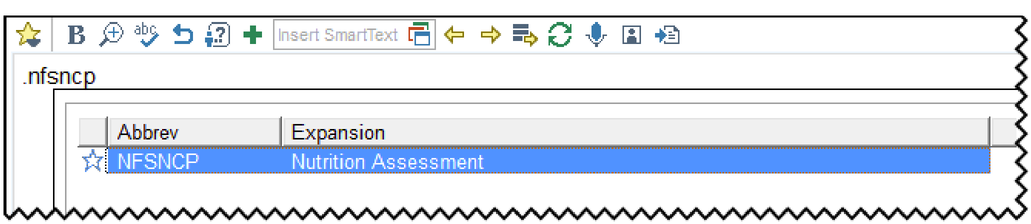
Notes Activity

1. Open the **Notes** activity.
   - Here is where you can view notes written by other clinicians and write your own notes.
   - Note the tabs across the top that filter out notes such as the H&P and Consults.

2. Click **New Note**.
   - A blank note displays on the far right with a stop sign which indicates a hard stop.
   - Stop signs must be addressed before notes can be signed.

3. Type "**prog**" in the **Type** field and select **Progress Note**.

4. Type "**.nfsncp"** in the free text space and double-click on the **Nutrition Assessment**.



5. Place your cursor at the top of the note and press the **F2 key**.
    - The first **SmartTool** is called a wildcard (***).
    - Wildcards are space holders for free text and can be deleted if needed.

6. Replace the wildcard with your own selection. *(Trainer: Ex. Nasogastric tube feedings).*

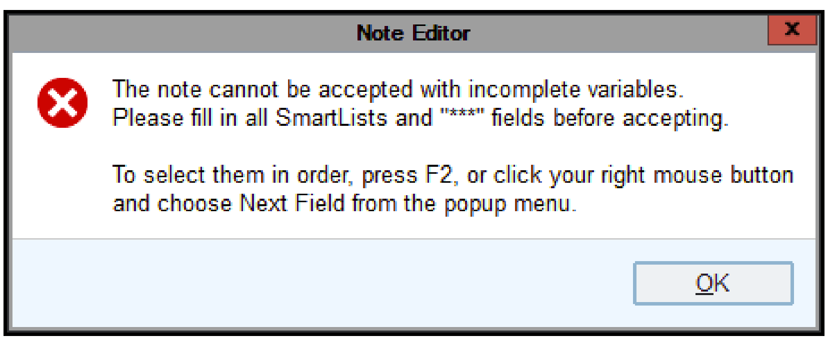
7. Press **F2** again to move to the next **SmartTool** with is a **SmartList**.
    - This list has a blue background which means it is multi-select.
    - You can add multiple lab results to the note.
    - These will be automatically pulled in from other places in the chart. These are called **SmartLinks**.

8. Left-click and right-click on any 3 labs.
    - Note that some of these contain multiple labs.
    - You will see No results found for this patient.
    - The wildcard under Estimated Daily Needs is highlighted.

9. Enter you own number based on your clinical knowledge.

10. Continue using the **F2** key to move through the note and complete using your own selections.

11. When complete, click **Sign.**
    - If there are any incomplete variables, you will see this alert.



12. Click in the note and press the **F2 key** to incomplete variables.
    - The note can also be pended and completed later. Pended notes will display under the Incomplete tab in the Notes activity.

Trainer Note*: The note can also be pended and completed later. Pended notes will display under the Incomplete tab in the Notes activity.*

There are two other notes that Dietitians will use on regular basis. These are **.NFSMAL** and **.NFU**. Practice searching for these SmartPhrases and completing the details of the note.