

Nursing Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
<p>PREPARATORY WORK: A comparison listing of ALL nursing locations (units) and ALL MAS ward locations (i.e., MAS location contained in File #42, the Ward Location file) must be compiled. This information will be required by the nursing application coordinator when entering data in the NURS Location (#211.4) file (refer to the Nursing User Manual, Maintenance of Administrative Site Files chapter). Information on File #42 should be provided by either the PIMS application coordinator or the IRMS staff. The NURS Location file's data must account for all MAS ward names in File #42. The data in the NURS Location file establishes a cross-reference file which is accessed in all modules of the Nursing software.</p>			<p>See pages 1.2 thru 1.3 in the Nursing User Manual.</p>
<p>1. NURS PARAMETER (213.9) file: This file is edited through the Site Parameter File option on the Administrative Site file Functions Menu that is located on the Nursing Features (all options) Option. If you intend to use the NURS Staff File and Position Control file to track staff assigned to a service or product line other than Nursing, the Product line file should contain a YES, even if only one division is on the Product Line</p> <ul style="list-style-type: none"> A. Define your facility as single vs. multidivisional. B. Enter the name of the CNO printer. This printer is used to print specific tasked reports and must remain ONLINE at all times. C. Enter a professional percentage value which represents the default percentage of professional personnel assigned 			<p>Need to set the 1st piece of the node in file 213.9 S \$P(^DIC(213.9,1,0),U,1)="ONE"</p>

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<p>to a unit. This value is used the calculation of workload requiring staffing when no value is assigned at the NURS location level</p> <p>D. Enter cutoff times for the day, evening and night shift (preferably the end of each shift) which is used by the AMIS Acuity Batch Job as cutoffs for classification for these shifts.</p>			
<p>2. NURS AMIS 1106 FTEE (#213.2) file: Using the FTEE Service Budget (1106b) File, Edit option; populate the facility field of this file by entering the name(s) of the division(s) associated with the facility.</p>			
<p>3. NURS PRODUCT LINE (212.7) file: Using the option, Product Line File Edit, option in the Administrative Site File Functions option. This file is exported with one entry, Nursing. You must add new entries to this file if any division wants to assign staff and locations to product lines. Entries may be true product lines (i.e., medicine, surgery, primary care), programs, or the traditional services (i.e., nursing, social work, etc</p>			
<p>4. NURS LOCATION (211.4) file: Nursing locations will need to be added to this file, using the Nursing Location File, Edit option on the Administrative Site File Functions Menu.</p> <p>A. Add data to NURS Location file from the list of nursing locations you compiled in the first step.</p> <p>B. If you are a multi-divisional facility, you must enter the name of the institution associated with the unit location. If you are a single facility, it is recommended that you enter your facility's name at the institution prompt. Add product line if you have answered yes in file 213.9.</p> <p>The patient care status field should remain INACTIVE for all</p>			<p>Do not run the Ward Activation Patient Update until patients have been admitted to the MAS unit.</p> <p>See the Nursing User Manual (Version 4.0) for additional information.</p>

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<p>units until a decision is made to use the Nursing Pkg. Only then should the Patient Care Status be changed to ACTIVE by running the WARD ACTIVATION PATIENT UPDATE option. This option runs a background job that checks to see that all MAS units have a corresponding NURS location and have been cross-referenced. If all is okay, you will receive the "Select UNIT:" prompt.</p> <p>All units, regardless of patient care status must be entered in the Nursing Location File</p>			
<p>5. NURS SERVICE POSITION (211.3) file: Edit this file by using the Service Position File, Edit option in the Administrative Site File functions menu. Information stored in this file includes the service position name, abbreviation, priority sequence number, associate product line, service category and an AMIS position. Data in this file must be entered prior to entering names in the NURS STAFF (#210) file.</p>			<p>ADDITIONAL information on how this file is used can be found in the Maintenance of Administrative Site Files chapter in the Nursing User Manual (Version 4.0).</p>
<p>6. NURS STAFF (210) file: This file is edited through the Staff Record Edit option located in the Administration Records Enter/Edit menu. Before you can edit names in this file, the name must be in the NEW PERSON(#200)</p>			<p>The parameter that allows entry of names directly into file #200 by the Nursing ADPAC should be allowed only if the ADPAC has received training on the procedure.</p> <p>See Nursing User Manual, Maintenance of Administrative Files for details on entry of information into NURS privilege(212.6), NURS Certification(212.2), FTEE Service Budget (1106b) File, Load Grade/Step Codes(211.1), Service Position</p>

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			File(211.3), Tour of Duty File(211.6), and Vacancy Reason File(211.9) Also includes Educations files.
<p>7. INTAKE AND OUTPUT. Edit the parameter files through Configure I/O Files (ADP Coordinator Only): This will allow the site to configure the following: GMRY INPUT SUBTYPE (126.5); GMRY INPUT TYPE (126.56); GMRY OUTPUT TYPE (126.58); GMRY OUTPUT SUBTYPE (126.6); IV TYPE (126.7); GMRY INTAKE ITEMS (126.8); NUR IV Solution(126.9); NUR Shift/Other (126.95); IV Site Description (126.72); IV Catheter (126.74) and IV DC'd Reason (126.72)</p>			
<p>8. ACTIVATION DAY ACTIVITIES: As soon as the patients have been admitted by MAS/WAS staff. All activities/ processes related to admitting a patient will need to occur. The following Nursing activities will need to be done on the system:</p>			Need to set the date node so the Acuity/Separation task job runs for the first time (any date) S ^DIC(213.9,1,"DATE")= 3091110
<p>A. PATIENT CLASSIFICATION – All patients admitted to the system will need to be classified before 3:00 p.m. each day by nursing staff.</p>			
<p>B. TASKMAN – Notify System Manager to QUEUE the following jobs: 1) The NURAAM-ACU (Nursing Acuity/Separation-Activation Run) option. 2) The NURAMN-MANCK (Nursing Batch Job Status Check option. 3) Optional jobs are: NURAAM-UNCBAT (Batch run of unclassified AMIS 1106 Patients); NURAAM-MD-UNCBAT (Batch run of unclassified Midnight patients); NURAED-BATSEP-QUEUE (Task</p>			See Nursing User Manual (version 4.0) for printer setups.

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<p>Manager Activation/Separation Report);</p>			
<p>9. NURS CARE PLAN (216.8) file: Site may need to modify the content of the Nursing Care Plan. To do this you must use, the Patient Plan of Care, Site Configuration (NURCFE-CARE) option. Make modifications to the PRIME DOCUMENT.</p>			
<p>10. QI SITE FILES (217): Sites wishing to utilize this part of the Nursing Package will need to refer to the Nursing User Manual (Version 4.0)</p>			