



# GUIDELINE

<b>SUBJECT/TITLE:</b> Signage of Documentation in Practice Areas (Undergraduate and Graduate Programs)		<b>PAGE:</b> 1 of 2
<b>RELATED POLICY:</b>	<b>DATE ESTABLISHED:</b> 2001	
<b>AUTHORIZATION:</b> Practice Policy and Procedure Committee Undergraduate Programs Committee Nursing Council	<b>DATE LAST REVISED:</b> June 14, 2017 June 21, 2017 January 19, 2018 April 17, 2018 Reviewed at MHC May 3, 2019	

**PURPOSE:** To ensure consistency in how University of Calgary/Medicine Hat College Nursing students are signing off on all required documentation in practice/clinical settings.

**POLICY:** To ensure that Nursing students follow documentation standards and guidelines which align with the College and Association of Registered Nurses of Alberta (CARNA).

**PROCESS:** All documentation must be signed using first initial, full legal surname and designation (in English).

Students will abide by the prevailing charting/documentation policies of the facility locally, provincially, nationally, or internationally.

When documenting on a health record, the following designations will be used:

**BN Student:**

**C.Surname**, SN# UofC [or MHC]

[SN=Student Nurse, #=Year of Program i.e. Term 3 and 4=Year 2; Term 5 and 6=Year 3; Term 7 and 8=Year 4]

**REFERENCES:** Accreditation Canada, Canadian Health Accreditation Report, Safety in Canadian health care organizations: A focus on transitions in care and required organization Practices, 2013. <https://accreditation.ca/sites/default/files/char-2013-en.pdf>

College & Association of Registered Nurses of Alberta, Documentation Standards for Regulated Members, January 2013.

[http://www.nurses.ab.ca/content/dam/carna/pdfs/DocumentList/Standards/DocumentaionStandards\\_Jan 2013.pdf](http://www.nurses.ab.ca/content/dam/carna/pdfs/DocumentList/Standards/DocumentaionStandards_Jan 2013.pdf)