



## POLICY

<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 Graduate Programs Committee Nursing Council	<b>DATE LAST REVIEWED:</b> June 14, 2017 June 21, 2017 January 19, 2018 April 17, 2018	

**Purpose:** To ensure consistency in how University of Calgary 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*, SN2 UofC [or MHC]

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

**MN Student:**

*C. Surname*, RN Student MN UofC  
Print Name

**NP Student:**

*C. Surname*, RN Student NP UofC

Print Name

Pager #

**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/DocumentationStandards\\_Jan2013.pdf](http://www.nurses.ab.ca/content/dam/carna/pdfs/DocumentList/Standards/DocumentationStandards_Jan2013.pdf)