

PIV110: Documentation

Worksheet - Practice Activities

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Completion education. No accredited nursing contact hours awarded.

Name: _____

Date: _____

How to use this worksheet. These are hands-on practice activities, not the post-test. Work through them using the study guide: define the terms you'll use at the bedside, work the case, and self-rate the actual steps of the skill.

Part 1 — Key Terms

Fill in a plain-language definition for each term the way you would explain it to a new colleague.

Term	Your definition
Documentation	
Objective Charting	
Electronic Health Record	
Incident Report	
Site Assessment	
Amendment	
HIPAA	
Blood Return	

Part 2 — Applied Case Work

Scenario. You are caring for a patient whose plan of care directly involves **Documentation**. Working from this module's content, document (a) your initial assessment, (b) the technique or decision you would choose and the rationale, (c) the complications you are watching for, and (d) the key documentation points. Reference the lesson sections that informed your reasoning.

Part 3 — Skills & Decision Self-Check

For each action from this module, mark how confident you are. Anything you mark “Review” is where to focus before the post-test and at the bedside.

#	Key action / decision	Got it	Review
1	Document the complication observed (e.g., redness, swelling, pain, leaking).		
2	Use objective measurements whenever possible (e.g., "2 cm area of erythema noted at the insertion site").		
3	Document the patient's complaints using their exact words in quotation marks.		
4	Document every action taken in response, in sequence.		
5	Document provider notification: include the provider's name, the time, and exactly what was reported.		
6	Document the orders received and the actions completed.		
7	Document the patient education provided.		
8	Document the reassessment after the intervention and the patient's response.		
9	Draw a single line through the error so the original entry remains readable.		
10	Write "error" above or beside the crossed-out text.		
11	Write the correct information.		
12	Add the date, time, and your initials or signature.		
13	Never use whiteout and never fully obliterate the original entry.		

Part 4 — Notes & Questions for Your Educator

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