

eNotes Functional Proficiency**Date of Observation:****Participant:**

Please complete an assessment for each participant

| Section A – Creating Notes | -2 | -1 | 0 | 1 | 2 |
|--|-----------|-----------|----------|----------|----------|
| 1. Creating a Non-Incident note | | | | | |
| 2. Viewing a note | | | | | |
| 3. Adding Vital Signs | | | | | |
| 4. Striking a note | | | | | |
| 5. Creating a Draft note | | | | | |
| 6. Completing a Draft note | | | | | |
| 7. Creating an Incident note | | | | | |
| 8. Using the Build to Care Plan feature | | | | | |
| 9. Using the Supervisory Team feature | | | | | |
| 10. Viewing and printing Incident note summary report | | | | | |
| 11. Adding a Follow-Up note | | | | | |
| 12. Viewing Follow-Up notes with their associated Incident notes | | | | | |
| Section B – Using Batch Notes | -2 | -1 | 0 | 1 | 2 |
| 13. Selecting residents and categorizing the note | | | | | |
| 14. Using the note and Apply to All feature | | | | | |
| 15. Printing and finishing the Batch Note process | | | | | |

Scoring Legend-2 Not Completed-1 Partially Completed0 Moderately Completed1 Almost Completed2 Fully Completed