



EMR Quick Reference Guide

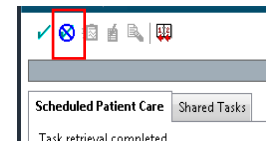
Downtime - Removing Activities & Interventions (Post Downtime) Nurse/Midwife

1. The following steps are to be completed by the RN/RM to clear overdue tasks accumulated during the downtime period:

- Go to the Table of Contents, select **Activities and Interventions**.
- The **Scheduled Patient Care** tasks will appear.

Monday, 20 August 2018 3:47:00 PM AEST - Monday, 24 September 2018 3:48:00 PM AEST							
Scheduled Patient Care				Shared Tasks			
Task retrieval completed							
Priority	Task Status	Scheduled Date and Time	Type	Task Description	Order Details	Provider Name	
2	Overdue	23/09/2018 08:00	Nursing Tasks	Weight	23/09/2018 08:00:00, Standing weight if possible	Rubinstein, Emily	<input type="checkbox"/>
2	Overdue	23/09/2018 18:00	Nursing Tasks	Weight	23/09/2018 18:00:00	Rubinstein, Emily	<input type="checkbox"/>
2	Overdue	24/09/2018 08:00	Nursing Tasks	Weight	24/09/2018 08:00:00	Rubinstein, Emily	<input type="checkbox"/>
2	Overdue	24/09/2018 08:00	Nursing Tasks	Weight	24/09/2018 08:00:00, Standing weight if possible	Rubinstein, Emily	<input type="checkbox"/>

- Select the overdue tasks during the downtime dates.
- Highlight the tasks that have not been completed and navigate to **Blue Circle** next to **Green Tick**.



- The Reason Not Done screen will appear

Weight (Not Done) - Discern, Alert MRS

*Performed on: 27/09/2018 11:27 AEST By: WH, Nursing17

*Reason Not Done: [Dropdown menu]

Comment:

- Select **Other** with the following comment: **"Downtime"**.

Weight (Not Done) - Discern, Alert MRS

*Performed on: 27/09/2018 11:27 AEST By: WH, Nursing17

*Reason Not Done: Other

Comment: Patient transferred to ICU.

- Select the **Green** tick to save.
- Continue to select the **Green** tick until all have been updated.

Monday, 20 August 2018 3:47:00 PM AEST - Monday, 24 September 2018 3:48:00 PM AEST							
Scheduled Patient Care				Shared Tasks			
Task retrieval completed							
Priority	Task Status	Scheduled Date and Time	Type	Task Description	Order Details	Provider Name	
2	Complete	23/09/2018 08:00	Nursing Tasks	Weight	23/09/2018 08:00:00, Standing weight if possible	Rubinstein, Emily	<input checked="" type="checkbox"/>
2	Complete	23/09/2018 18:00	Nursing Tasks	Weight	23/09/2018 18:00:00	Rubinstein, Emily	<input checked="" type="checkbox"/>

2. **Refresh** the screen when complete.

3. The completed task will disappear from the **Scheduled Patient Care** Task list.