



EMR Quick Reference Guide

Downtime - EMR Stand Down Instructions – Nursing / Midwifery

Attend ward huddle for further instructions from NIC/MIC regarding accessing the EMR.

Use **Transition Checklist** to track progress in transitioning patients back on to EMR. Once completed return Checklists to the NIC/ MIC.

Once any changes are verified by the medical officer, nursing/midwifery staff should commence back entry of Medications / Infusions administration for the period during which EMR was unavailable via the **Medication Administration Record (MAR)**.

Paying close attention to:

- **Enter actual date, time and medication dose administered.** Use Reason for Late Administration option of "Other" and enter "Downtime."
- **Strike through each page of the Downtime MAR with a highlighter** to indicate that the information has been entered into EMR.

1. Change Date and Time Filter

Change the Date and Time filter at the top of the MAR to reflect the Downtime period if appropriate.

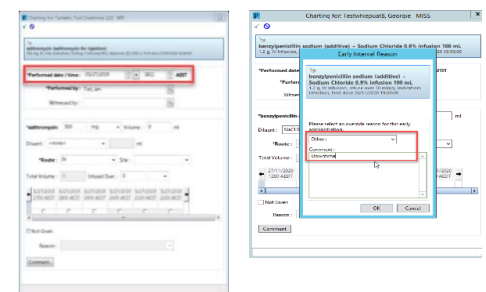
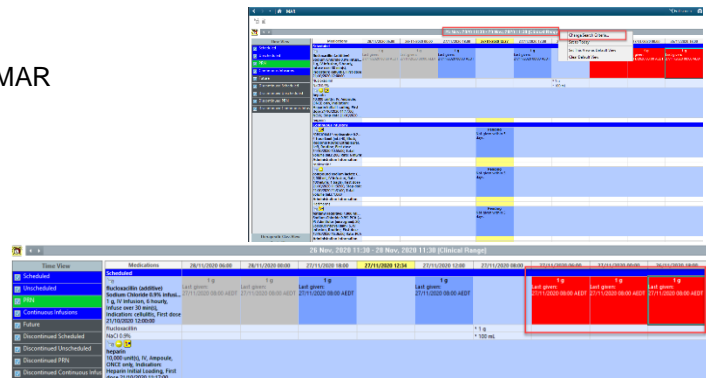
2. Review all overdue medications and Infusions

Review all the medication / infusions appearing as overdue on the MAR.

3. Scheduled medications and intermittent infusions

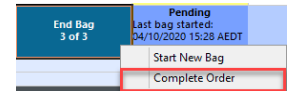
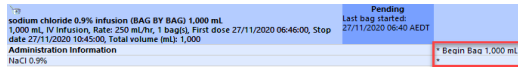
a) Click on the **MAR Red Overdue Tile** to open the **MAR charting window**:

- I. Modify the '**Performed date/time**' to reflect the actual time the medication and/or intermittent infusion was administered from the paper chart
- II. Enter in **Comment** reason – **Downtime**
- III. Click the **Green tick** to sign documentation
- IV. The '**Early/Late Reason**' alert will display. Select '**Other**' from the drop down option and document '**Downtime**'
- V. Click **OK**.
- VI. Click **Sign**
- VII. **Refresh** the MAR to review the medication and/or intermittent infusion administration documentation.

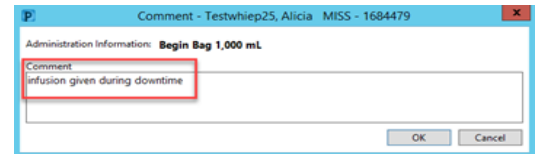


4. Truly Continuous Infusions and Bag by Bag (BBB) infusions

- For BBB infusions ordered on EMR prior to downtime, retrospectively document “Begin bag” and “Complete bag” (BBB only) actions if relevant.



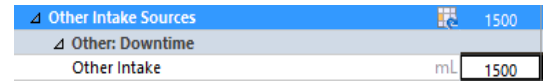
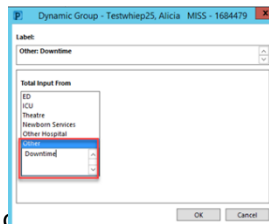
- Leave infuse volume blank and add comment “infusion given during downtime”



- Enter actual date and time the infusion actions were completed if relevant.

Note: The nurse/midwife is documenting ONLY that the medication / infusion was administered. The signed Downtime MAR will be scanned into the patient record to show who actually administered the medications / infusion.

5. Enter total infused volumes administered during downtime on the FBC in Interactive View under Other Intake Sources



- 6. Remove the Patient on Paper signs (), positioned back into EMR.
- 7. Ensure that all paper documentation used during downtime is kept in the patients file.
- 8. Report any issues to the Nurse/Midwife in Charge.

Ensure all scheduled, PRN medications and infusions administered during downtime are documented