

Downtime - Removing Activities and Interventions (Post Downtime) Nursing/Midwifery



This Quick Reference Guide will explain how to:

Remove activities and interventions post Downtime for Nurses and Midwives.

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

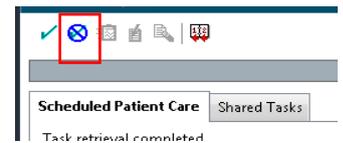
1. Go to the Table of Contents, select **Activities and Interventions**.

2. The **Scheduled Patient Care** tasks will appear.

Priority	Task Status	Scheduled Date and Time	Type	Task Description	Order Details	Provider Name
High	Overdue	23/09/2018 08:00	Nursing Tasks	Weight	23/09/2018 08:00:00, Standing weight if possible	Rubinstein, Emily
High	Overdue	23/09/2018 18:00	Nursing Tasks	Weight	23/09/2018 18:00:00	Rubinstein, Emily
High	Overdue	24/09/2018 08:00	Nursing Tasks	Weight	24/09/2018 08:00:00	Rubinstein, Emily
High	Overdue	24/09/2018 08:00	Nursing Tasks	Weight	24/09/2018 08:00:00, Standing weight if possible	Rubinstein, Emily

3. Select the overdue tasks during the downtime dates.

4. Highlight the tasks that have not been completed and navigate to **Blue Circle** next to **Green Tick**.



5. The Reason Not Done screen will appear.

6. 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:

7. Select the **Green** tick to save.

8. Continue to select the **Green** tick until all have been updated.

9. **Refresh** the screen when complete.

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.

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

Priority	Task Status	Scheduled Date and Time	Type	Task Description	Order Details	Provider Name
High	Complete	23/09/2018 08:00	Nursing Tasks	Weight	23/09/2018 08:00:00, Standing weight if possible	Rubinstein, Emily
High	Complete	23/09/2018 18:00	Nursing Tasks	Weight	23/09/2018 18:00:00	Rubinstein, Emily
High	Complete	24/09/2018 08:00	Nursing Tasks	Weight	24/09/2018 08:00:00	Rubinstein, Emily
High	Complete	24/09/2018 08:00	Nursing Tasks	Weight	24/09/2018 08:00:00, Standing weight if possible	Rubinstein, Emily