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



Digital Health Quick Reference Guide

## 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.

Sched	duled F	Patient C	are Shared	Tasks				
Taski	retrievi	al compl	ted					
		Priority	Task Status	Scheduled Date and Time	Туре	Task Description	Order Details	Provider Name
245			Overdue	23/09/2018 08:00	Nursing Tasks	Weight	23/09/2018 08:01:00, Standing weight if poss	ible Rubinstein, Emi
**	1		Overdue	23/09/2018 18:00	Nursing Tasks	Weight	23/09/2418 18:01:40	Rubinstein, Emi
10			Overdue	24/09/2018 08:00	Nursing Tasks	Weight	24/09/2018 08:08:00	Rubinstein, Emi
200			Overdue	24/09/2018 08:00	Nursing Tasks	Weight	24/09/2018 08:01:00, Standing weight if poss	ible Rubinstein, Emi

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



9. Refresh the screen when complete.

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

					Munday, 20 August 2018 3:47:60 PM A	EST - Monday: 24 September 2018 3:48:00 PM AJ	ST
Schedules	Patient C	are Shared	Tasks				
Task retrie	val compl	eted					
	Priority	Task Status	Scheduled Date and Time	Type	Task Description	Order Details	Provider Name
0		Complete	23/09/2018 08:00	Nursing Tasks	Weight	23/93/2918 68:00:00, Standing wei	ght if possible Rubinstein, Emily
0 15		Complete	23/09/2018 18:00	Nursing Tasks	Weight	23/85/2018 18:00:00	Rubinstein, Emily
2007 200		A CONTRACTOR	the state instrument of the state	Million Washington	Table and	34/84/2018 (4-80.00	We define a star if we will be

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Sch	neduled Patient Care Shared Tasks
Ta	sk retrieval completed

Performed on: 27	/09/2018	• 1127	AEST	By: WH, M	lursing
*Reason Not Done:					
Comment:					

Performed on: 27/	09/2018	÷ • 1127	AEST	By: WH, Nursing17
Reason Not Done:	Other			
Comment				
Patient transferred	to ICU.			
Patient transferred	to ICU.			
Patient transferred	to ICU.			
Patient transferred	to ICU.			
Patient transferred	to ICU.			
Patient transferred	to ICU.			