



## EMR Quick Reference Guide

### Downtime - Under 24 Hours - EMR Stand Down Documentation – Nursing / Midwifery

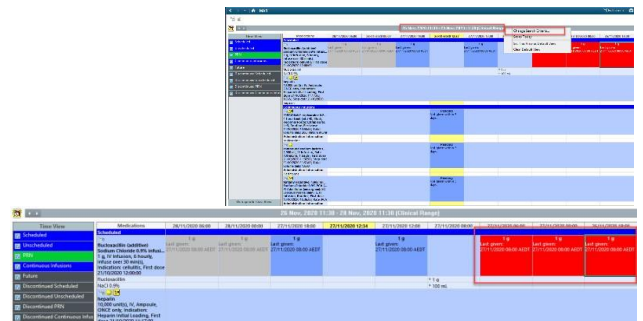
Please refer to **Downtime Action Cards** and **Transition Checklist** to review documentation requirements and track progress when transitioning patients back into the EMR.

Once completed, return Checklists to the NIC/MIC.

Once 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)**.

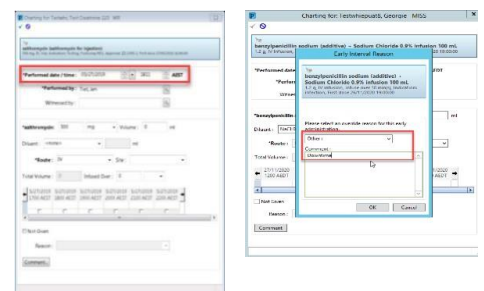
#### Updating Medications on the MAR

1. **Change Date and Time Filter** to reflect the downtime period if appropriate.
2. **Scheduled medications and intermittent infusions:** Review all medications and infusions appearing on the MAR, including those in an overdue status.



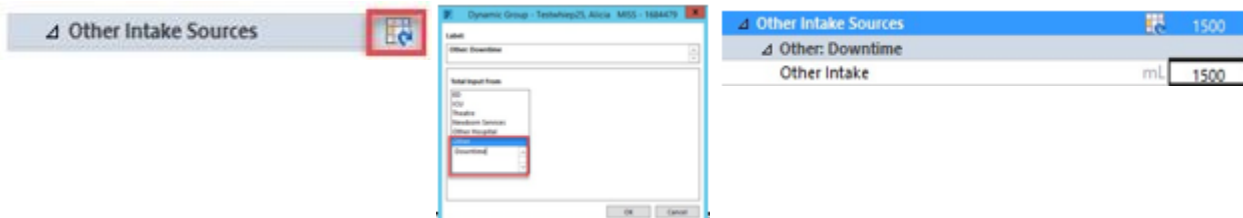
a) Click on the **MAR Pending / Red Overdue Tile** to open the **MAR charting window:**

- I. Modify the **Performed date/time** to reflect the actual time the medication and/or intermittent infusion was administered on 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 options and document **Downtime**
- V. Click **OK**
- VI. Click **Sign**
- VII. **Refresh** the MAR to review the medication and / or intermittent infusion administration documentation.



#### 3. Entering Total Volume Infused

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



### Removing Activities & Interventions

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

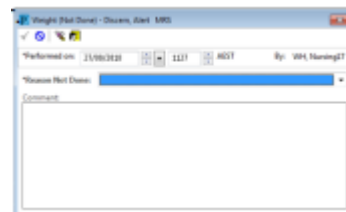
- a) Go to the Table of Contents and select **Activities and Interventions**
- b) The Scheduled Patient Care tasks will appear

Priority	Task Status	Scheduled Date and Time	Type	Task Description	Order Details	Provider Name
1	Overdue	23/09/2018 08:00	Nursing Tasks	Weight	23/09/2018 08:00:00, Standing weight if possible	Rubinstein, Emily
1	Overdue	23/09/2018 08:00	Nursing Tasks	Weight	23/09/2018 08:00:00	Rubinstein, Emily
1	Overdue	24/09/2018 08:00	Nursing Tasks	Weight	24/09/2018 08:00:00	Rubinstein, Emily
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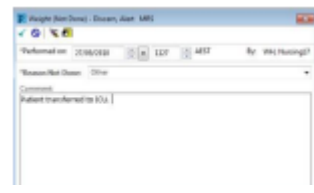
- c) Select the overdue tasks during the downtime period
- d) Highlight the tasks that have not been completed and select the **Blue Cross Circle** icon next to the **Green Tick**



- e) The **Reason Not Done** screen will appear



- f) Select **Other** from the drop down options and document 'Downtime'.



- g) Select the **Green Tick** to save
- h) Continue to select the **Green Tick** until all have been signed
- i) Refresh the screen when complete
- j) The completed task(s) will disappear from the Scheduled Patient Care tasklist.

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

### 4. Patient on Paper Sign

Once transitioned back into the EMR, inform the NIC/MIC to:  
 Enter the **"Patient Transitioned to EMR"** order in the EMR, and  
 Remove the "Patient on Paper" signs

- 5. Ensure that all paper documentation used during downtime is kept in the patients' file.
- 6. Report any issues to the NIC/MIC.