

Post Downtime Checklist (less than 24 hours)

Post Downtime, the following steps are to be taken when transitioning an existing inpatient from paper to EMR after a downtime **less than 24 hours**



Digital Health
CONNECTING BEST CARE



Doctor

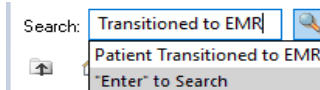
- **Doctor** to enter any new and changed medications/infusions into the MAR from the printed 724 downtime chart and/or any paper charts (e.g. NIMC) and score with a **green highlighter**
- **Doctor** to transcribe any altered calling criteria into the EMR
- **Doctor** to enter new allergies & alerts
- **Doctor** to enter any new problem and diagnosis

Nurse/Midwife

- ┌ **Nurse/ Midwife** to transcribe medication doses/infusions administered during downtime into the EMR.
Ensure date and time is altered to reflect actual time of administration. For Early/Late Reason, select "other" in the drop down and write in comment "Given in downtime"
- ┌ **Nurse/ Midwife** to enter patient Lines/Tubes/Devices in situ
- ┌ **Nurse/ Midwife** to enter Fluid Balance totals (if applicable)
- ┌ **Nurse/Midwife** to strikethrough with a **green highlighter** relevant paper documentation that been transcribed or is no longer in use
- ┌ **Nurse/Midwife** to document in paper progress notes that '*Documentation for this patient has commenced in EMR*'

NIC/MIC

- ┌ **NIC/MIC** to identify patients who have a new medication/Infusions charted during downtime for review by transition team
- ┌ **NIC/MIC** to check all relevant documentation printed from the DTV is noted with "reconciled on EMR"
- ┌ **NIC/MIC** to ensure '*Patient on Paper*' sign above the bed is replaced with '**EMR ACTIVE**' sign
- ┌ **For patients admitted during downtime - NIC/MIC & bedside nurse/midwife** to print new EMR patient wristband and replace iPM wristband (ID Check required)
- ┌ **NIC/MIC** to inform all staff that the patient is **EMR ACTIVE**
- ┌ **NIC/MIC** to check that documentation has been made in paper progress notes that '*Documentation for this patient has recommenced in EMR*'
- ┌ **NIC/MIC** to order "Patient transitioned in EMR" order in EMR



Phlebotomy Round

- ┌ **NIC/MIC** to check for paper pathology slips and communicate with phlebotomists.
- Phlebotomists** need to compare paper pathology slips with EMR orders to identify duplicates.

Pharmacists (where available)

- ┌ **Pharmacists** where available are to double check medication transcription is accurate on 'At Risk' patients.

This includes the following:
- ┌ **Pharmacist** to check allergies documented in the EMR
- ┌ **Pharmacist** to perform check on all medications/infusions
- ┌ **Pharmacist** to strikethrough each order once checked into the EMR



Please ensure all paper records remain with the patient until discharge and upon transfer to other wards/units