Post Downtime Checklist (over 24 hours)

Post Downtime, the following steps are to be taken when transitioning an existing patient from paper to EMR after a downtime **greater than 24 hours**.
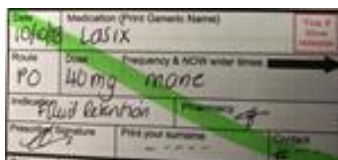
Digital Health CONNECTING BEST CARE

Western Health

Doctor

- **Docto**r to enter current problem and diagnosis if not in system

- **Doctor** to transcribe any altered calling criteria into the EMR

- **Doctor** to enter patient weight

- **Doctor** to enter allergies & alerts

- **Doctor** to enter VTE Risk assessment

- **Doctor** to delete all active inpatient medications/infusions on EMR (for patients on EMR prior to downtime)

- **Doctor** to transcribe ALL medications into the MAR from the paper chart/s

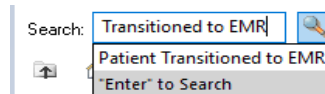- **Doctor** to strike through each order once entered into the EMR using green highlighter

Pharmacist (where available)

- **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

NIC/MIC

- **NIC/MIC** to check all relevant documentation has been entered into EMR

- **NIC/MIC** to make a decision to declare patient as '*EMR ACTIVE*'

- **NIC/MIC** to remove '*Patient on Paper*' sign from above the bed & replace with '*EMR ACTIVE*' sign

- **NIC/MIC** with bedside nurse/midwife to print new patient wristband from EMR and replace old patient wristband (ID Check required) if the patient is new to EMR**.**

- **NIC/MIC** 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

Nurse/ Midwife

- **Nurse/ Midwife** to check start time of first medication doses/infusions on the MAR post downtime, against the paper medication chart/infusion chart for previous doses "administered during downtime"

- **Nurse/ Midwife** to enter patient Lines/Tubes/Devices in situ

- **Nurse/ Midwife** to enter Fluid Balance totals (if applicable)

- **Nurse/Midwife** enter frequency of observations (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*'

- All other nursing requirements to be completed within **24 hours** of transition

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