



Medical – Cancer Services

Action Card for EMR Downtimes

Pre Downtime

Treatment Orders

Charting treatments scheduled during a Planned Downtime	
	Start the intended treatment cycle on EMR and Sign
	Prescribe treatment orders onto: <ul style="list-style-type: none">• AD 275.18 Chemotherapy Drug Chart for pre-printed regimens, OR• AD 275.0 - Western Health CHEMOTHERAPY DRUG CHART - PLAIN for other regimens

During Downtime

CDU Appointments

	Obtain the 724 Access Appointment Search List for patients within the Oncology/Haematology Day Unit for the current or upcoming day from the NIC
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CDU Communications

Document and communicate CDU communications	<ol style="list-style-type: none">1. Document on paper CDU Communications form2. Email the communications form to shared CDU inbox3. For urgent communications, also phone CDU
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Others

<ul style="list-style-type: none">• Progress notes• Radiology requests• Discharge prescriptions	Complete on the relevant paper form
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Treatment Orders

Activated Regimen Cycle		
	If treatment modifications are <u>not</u> required	No immediate action is required for the CDU Medical Officer
	If treatment modifications are required	<ul style="list-style-type: none"> • DO NOT alter any medications on the printed downtime MAR. Cease the medication completely on the printed downtime MAR. • Prescribe all new or modified* medication orders onto: <ul style="list-style-type: none"> ○ AD 275.18 Chemotherapy Drug Chart for pre-printed regimens, OR ○ AD 275.0 - Western Health CHEMOTHERAPY DRUG CHART - PLAIN for other regimens <p>*Any modifications to treatment doses, pre-medications, pre- or post-hydration require the regimen in its entirety to be recharted on the applicable paper chemotherapy drug chart.</p>

Non-Activated Regimen Cycle		
	Review the 'Future Medication Orders' section of the printed downtime MAR and transcribe the orders onto: <ul style="list-style-type: none"> ○ AD 275.18 Chemotherapy Drug Chart for pre-printed regimens, OR ○ AD 275.0 - Western Health CHEMOTHERAPY DRUG CHART - PLAIN for other regimens 	

Prescribe New Regimen Cycle		
	Review documents	Review the following documents in the DTV to assist with prescribing anti-cancer treatment orders: <ul style="list-style-type: none"> ○ CDU Referral Powerform ○ CDU Communications Powerform ○ Pharmacy Anti-Cancer Referral Check Powerform ○ Pharmacy Treatment Modification PowerForm These documents should be used to determine the patient's ONC/HAEM Dosing Weight and most recent treatment doses.
	Prescribe treatment	Prescribe treatment orders onto: <ul style="list-style-type: none"> ○ AD 275.18 Chemotherapy Drug Chart for pre-printed regimens, OR ○ AD 275.0 - Western Health CHEMOTHERAPY DRUG CHART - PLAIN for other regimens

Prescribe New Regimen/Treatment Referral		
	Referral to CDU	<ol style="list-style-type: none"> 1. Complete the paper Referral to CDU form 2. Email the referral form to shared CDU inbox 3. For urgent referral, also phone CDU

Day of Uptime

For down-time LESS than 24 hours:

CDU-specific items		
	<p>New or Updated:</p> <ul style="list-style-type: none"> • CDU Referral form • CDU Communications • ONC/HAEM Dosing Weight 	<ul style="list-style-type: none"> • Transcribe from paper to EMR
General items		
	<p>New or Updated:</p> <ul style="list-style-type: none"> • Allergies/Sensitivities • Problems/Alerts • Diagnoses 	<ul style="list-style-type: none"> • Transcribe from paper to EMR

Treatment Orders

Activated and Non-Activated Regimen Cycle		
	Medication reconciliation	<ul style="list-style-type: none"> • Review the printed downtime MAR and/or paper chemotherapy drug chart to determine if any modifications or new orders have been made to the current cycle • Reconcile the orders on the EMR to ensure these exactly match the printed downtime MAR and/or paper chemotherapy drug chart <ul style="list-style-type: none"> ○ For each medication that is checked/updated onto the EMR, strike through the paper drug chart with a highlighter to indicate that the medication has been reviewed

New Regimen Cycle prescribed during Downtime		
	Order the regimen cycle on EMR	<ul style="list-style-type: none"> • Treatment phase: Reconcile the orders on paper to ensure the EMR orders exactly match the paper chemotherapy drug chart. • Scheduling phase: Change action to 'Do Not Order'

For down-time GREATER than 24 hours:

Perform the actions listed in "For down-time LESS than 24 hours" section for the *last 24 hours* of the downtime. For example, if there was a 7-day downtime, only retrospectively enter the last 24 hours.

In the event of an extended downtime, the EMR Incident Commander and Executive Management, in consultation with the Oncology Head of Unit, will assess if retrospective entry is required beyond this point.

If retrospective entry is *NOT* to occur, the minimum actions include:

Activated Regimen Cycle		
	Medication reconciliation	<ul style="list-style-type: none"> • Review the printed downtime MAR and/or paper chemotherapy drug chart to determine if any modifications or new orders have been made to the current cycle. • Reconcile the orders on the EMR to ensure these exactly match the printed downtime MAR and/or paper chemotherapy drug chart. <ul style="list-style-type: none"> ○ For each medication that is checked/updated onto the EMR, strike through the paper drug chart with a highlighter to indicate that the medication has been reviewed.

Non-Activated Regimen Cycle New Regimen Cycle prescribed during Downtime		
	Medication reconciliation	<ul style="list-style-type: none"> • Skip the Cycle, or Day(s) of Treatment that has been administered on paper during downtime