

Cancer Services – Nurse in Charge Action Card for EMR Downtimes

During Downtime

	Print the 724 Access Appointment Search List for patients within the Oncology/Haematology Day Unit for the current or upcoming day as required. Distribute this to Nursing Staff, CDU Registrar, Ward Clerk +/- Pharmacy and place a copy at the Nurses' station
	Open Downtime box and distribute Downtime document packs to each Nurse/Midwife
	Commence documentation using Downtime packs
	For patients currently admitted on the ward, print the patient charts. Select the following in the 'Print Chart' window: <ul style="list-style-type: none"> • Patient Demographic Information • Medication Administration – need to tick all options including future orders • Non-Expiry Documents (where available): <ul style="list-style-type: none"> ○ Chemotherapy Day Unit (CDU) Referral ○ Chemotherapy Day Unit (CDU) Communications ○ Pharmacy Anti-cancer Treatment Referral ○ Pharmacy Treatment Modification • Scheduled Appointments
	Ensure "Patient on Paper" signs are placed above the chair/bed of each patient
	Instruct Nursing/Midwifery staff to commence documenting using Downtime packs
	Alert CDU Registrar of Downtime and requirements on the ward

Day of Uptime

	Call a Huddle with Nursing/Midwifery staff on the ward to explain the Stand Down procedures to be followed. This must happen prior to any Nursing/Midwifery staff accessing the EMR.
	Print a Transition Checklist for each patient and attach a patient label. Distribute to staff.
	Ensure that any medication changes on the paper chemotherapy drug chart are reviewed by the Medical Officer prior to resuming documentation in EMR
	Instruct Nursing/Midwifery staff to commence documentation in EMR for new patients and for patients who have had NO changes to medications
	Ensure that Nursing/Midwifery staff remove the "Patient on Paper" signs once the patient is transitioned back into EMR
	Ensure that all paper documentation used during downtime is kept in the patients' file and sent to Medical Records for scanning when the patient is discharged