

Cancer Services – Nurse Action Card for EMR Downtimes

During Downtime

	Seek direction from the NIC
	Obtain the 724 Access Appointment Search List for patients within the Oncology/Haematology Day Unit for the current or upcoming day from the NIC
	Commence documentation using Downtime packs

Treatment Orders

<i>Activated Regimen Cycle</i>	
	<p>The Downtime MAR will be used for administration of medications</p> <ul style="list-style-type: none"> Medications must be signed (not ticked) on the Downtime MAR Administration must be initialled with the nurses' initials Administration of PRN medications must be initialled with the dose and time administered
<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> <p>New medications are <i>NOT</i> to be charted on the Downtime MAR. These are to be prescribed on the relevant paper or infusion chart.</p> <p>DO NOT fax or photocopy the printed Downtime MAR as Pharmacy also have access to a DTV</p>	

<i>Non-Activated Regimen Cycle</i>	
	<p>The printed Downtime MAR must not be used to document administration of medications that have not yet been activated and appear in the 'Future Medication Orders' section</p> <p>Medical Officers must prescribe the treatment order(s) onto the paper chemotherapy chart</p>

Day of Uptime

	Attend huddle to be informed of readiness for Stand Down procedure (uptime)
	Use Transition Checklist to track progress in transitioning patients back on to EMR. Once completed return Checklists to the NIC/ MIC

For down-time LESS than 24 hours:

	<p>Once any changes are reconciled by the Medical Officer, nursing staff should commence back entry of medications administration for the period during which EMR was unavailable</p> <ul style="list-style-type: none"> • Enter actual date, time and medication dose administered. Use Reason for Late Administration option of "Other" and enter "Downtime" • Strikethrough each page of the printed Downtime MAR with a highlighter to indicate that the information has been entered into EMR
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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	
	<p>Once any changes are reconciled by the Medical Officer, nursing staff should commence back entry of medications administration for the period during which EMR was unavailable</p> <ul style="list-style-type: none"> • Enter actual date, time and medication dose administered. Use Reason for Late Administration option of "Other" and enter "Downtime" • Strikethrough each page of the printed Downtime MAR with a highlighter to indicate that the information has been entered into EMR

Non-Activated Regimen Cycle New Regimen Cycle prescribed during Downtime	
	Ensure the Cycle, or Day(s) of Treatment that has been administered on paper during downtime is skipped correctly