Peri-Operative action card for <u>EMR downtime</u> NIC/MIC

<table>
<tr><td colspan="1" style="background-color:purple;"><h2 align="center">Pre Downtime</h2></td></tr>
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AM / PM / NIGHT ❑ Discuss readiness for planned EMR downtime during staffing huddle
AM / PM / NIGHT ❑ When Standby is called turn on and log in to Downtime Viewers – **DO NOT** start printing

During Downtime

❑ When Downtime is called commence printing **Downtime Viewer Theatre** list via **desktop shortcut.**   o Current inpatient records can be viewed on the Theatre Downtime Viewer by searching the patients UR number on. ❑ Emergency Surgeries can be manually written by NIC onto paper printed Downtime viewer Theatre List in consultation with requesting Surgical Team and Anesthetist IC. ❑ Collate downtime documents and printed patient record and distribute to each Theatre Area. ❑ Distribute 'Patient on Paper' signs for nurse to put with patient notes and on bed end when in PACU ❑ Confirm medication orders are correct with Surgeon/Anaethetist ❑ Instruct staff to commence documenting using Downtime packs

❑ Fax any medication requests to Pharmacy using **Medication Request** cover sheet.
  o For orders that are charted on the Downtime MAR, **do not fax or photocopy the Downtime MAR**.
  o For orders that are charted on the **NIMC or applicable paper infusion forms** these paper forms are to be faxed together with the Medication Request cover sheet.

Uptime

❑ Discuss Stand down procedure (uptime) readiness during staff huddle
  o **This must happen prior to any nursing / midwifery staff accessing the EMR**
❑ Confirm source of truth for medication and infusion orders
❑ NIC/MIC should instruct nursing/midwifery staff to commence documentation in EMR:
  o Lines & devices
  o Medications / Intravenous Infusions including fluids **for Postop Ward**
  o Final set of Observations into EMR Observation Chart
    ▪ **Retrospectively Intraop Doc** (Case Times, Case Attendees, General Case Data, Surgical Procedures, Implant Log & Retrospective Data Entry. NB not necessarily entered prior to patient leaving PACU)
  o PACU Documentation is to remain on paper
❑ Once notified by the Nurse/Midwife that the patient is transitioned back into EMR:
❑ Enter the "Patient transitioned to EMR" order in EMR

- ❑ Remove the "Patient on Paper" sign
- ❑ Ensure that all paper documentation used during downtime is kept in the patient's file and sent to medical records for scanning when the patient is discharged
- ❑ Procedures Scheduled during downtime to be direct scheduled by NIC (elective & emergency) into EMR for retrospective date entry to occur.
- ❑ Retrospective Data entry for Perioperative Intraop Doc Specific segments to be completed for every procedure occurring during downtime.