

Post Downtime Checklist – Cancer Services



Digital Health
CONNECTING BEST CARE



The following steps are to be taken when transitioning a Chemotherapy Day Unit patient from paper to EMR after a downtime

Doctor

- Reconcile/Update **Allergies and Sensitives**
- Reconcile/Update **Problems/Alerts and Diagnoses**
- Reconcile orders between EMR and paper charts. Enter any new or changed medications/infusions into the EMR from the printed 724 downtime MAR and/or any paper charts (e.g. NIMC, paper chemotherapy drug chart) and score with a **green highlighter**

IF applicable:

- Update ONC/HAEM Dosing Weight
- Transcribe any new CDU Communications
- Transcribe any new CDU Referrals
- Skip the Cycle, or Day(s) of Treatment that has been administered on paper during downtime (where retrospective entry is *NOT* to occur)

Signature:

Nurse

- Activated Regimen Cycle**
- Transcribe into the EMR medication doses/infusions administered during downtime
Ensure date and time is altered to reflect actual time of administration.
For Early/Late Reason, select “Other” in the drop down and write in comment “Given in downtime”
- Strikethrough each page of the printed Downtime MAR with a **green highlighter** to indicate that the information has been entered into EMR

IF no retrospective entry, for Non-Activated/New Regimen Cycle

- Ensure the Cycle, or Day(s) of Treatment that has been administered on paper during downtime is skipped correctly by the Medical Officer

Signature:

Pharmacist

- Review the printed downtime MAR and/or paper chemotherapy drug chart to double check the orders on the EMR exactly match.
Double check the back entry of medication administration by Nursing is correct
- Strikethrough each order on the paper drug chart with a **green highlighter** to indicate that the medication has been reviewed

IF no retrospective entry, for Non-Activated/New Regimen Cycle

- Ensure the Cycle, or Day(s) of Treatment that has been administered on paper during downtime is skipped correctly

IF applicable:

- Reconcile ONC/HAEM Dosing Weight
- Transcribe any new Pharmacy Treatment Modifications
- Transcribe any new Pharmacy Anti-Cancer Treatment Referral Checks

Signature:

Clerical

- Enter Check-in/Admission
 - Enter all Check-out/Discharges
 - Label all paper documentation with the correct patient label and send to Medical Records for scanning
- IF applicable:*
- Create a **Between Visit** encounter for Outpatient encounters that were already checked in during the downtime

Signature: