

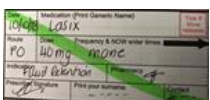


Post Downtime Checklist (over 24 hours)

Post Downtime, the following steps are to be taken when transitioning a patient from paper to EMR.

Doctor

- Doctor** to enter current problem and diagnosis if not in system
- Doctor** to transcribe any altered calling criteria into the EMR.
ICU MO to transcribe any changes to medical plan or aims within ICU Medical Officer Note on EMR
- Doctor** to enter patient weight
- Doctor** to enter allergies & alerts
- Doctor** to enter VTE Risk assessment
- Doctor** to delete all active inpatient medications/infusions on EMR (for patients on EMR prior to downtime)
- Doctor** to transcribe ALL medications into the MAR from the paper chart/s
- Doctor** to transcribe any new/modified Patient Car
- Doctor** to strike through each order once entered into the EMR using **green highlighter**



Pharmacist (where available)

- Pharmacist** to check allergies documented in the EMR
- Pharmacist** to perform check on all medications/infusions
- Pharmacist** to review relevant Patient Care Orders – CRRT, impella (ICU only)
- Pharmacist** to strikethrough each order once checked into the EMR

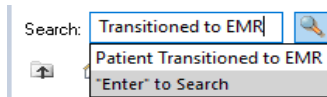


Dietitian (where available)

- Dietitian** where available to enter any new or changed enteral feed orders. Cancel any that have been discontinued during downtime.

NIC/MIC

- NIC/MIC** to check all relevant documentation has been entered into EMR
- NIC/MIC** to make a decision to declare patient as **'EMR ACTIVE'**
- NIC/MIC** to remove '*Patient on Paper*' sign from above the bed & replace with **'EMR ACTIVE'** sign
- NIC/MIC** with bedside nurse/midwife to print new patient wristband from EMR and replace old patient wristband (ID Check required) if the patient is new to EMR.
- NIC/MIC** Inform all staff that the patient is **EMR ACTIVE**
- NIC/MIC** to check that documentation has been made in paper progress notes that *'Documentation for this patient has recommenced in EMR'*
- NIC/MIC** to order "Patient transitioned in EMR" order in EMR



Nurse/ Midwife

- Nurse/ Midwife** to check start time of first medication doses/infusions on the MAR post downtime, against the paper medication chart/infusion chart for previous doses "administered during downtime"
- Nurse/ Midwife** to enter patient Lines/Tubes/Devices in situ
- Nurse/ Midwife** to enter Fluid Balance totals (if applicable)
- Nurse/Midwife** enter frequency of observations (if applicable)
- Nurse/Midwife** to review patient care orders transcribed or modified on the EMR
- Nurse/Midwife** to strikethrough with a **green highlighter** relevant paper documentation that has been transcribed or is no longer in use
- Nurse/Midwife** to document in paper progress notes that *'Documentation for this patient has commenced in EMR'*
- All other nursing requirements to be completed within **24 hours** of transition