

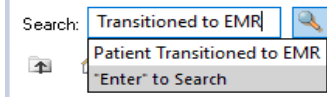


Inpatient Post Downtime Checklist (OVER 24 hours)

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

SURNAME		URN	
GIVEN NAME	DOB	SEX	
ADDRESS			
SUBURB	POSTCODE	TELEPHONE	

Doctor	Nurse/Midwife	Pharmacists (where available)	NIC/MIC
<ul style="list-style-type: none"> <input type="checkbox"/> Enter patient weight <input type="checkbox"/> Enter allergies & alerts <input type="checkbox"/> Delete all active inpatient medications/infusions on EMR (for patients on EMR prior to downtime) <input type="checkbox"/> Transcribe ALL current medications/infusions into the MAR from the paper charts and score with a green highlighter  <ul style="list-style-type: none"> <input type="checkbox"/> Enter ***Paper medication chart exists for this patient*** order <input type="checkbox"/> Transcribe any altered calling criteria into the EMR <input type="checkbox"/> Enter/update current problem and diagnosis <input type="checkbox"/> Enter any new or modified Medically prescribed Patient Care Orders <input type="checkbox"/> Enter VTE Risk Assessment 	<ul style="list-style-type: none"> <input type="checkbox"/> Check start time of first medication doses/infusions on the MAR post downtime, against the paper medication/infusion chart for previous doses “administered during downtime” <input type="checkbox"/> Enter patient Lines/Tubes/Devices in situ <input type="checkbox"/> Enter accumulative volume on Fluid Balance Chart <input type="checkbox"/> Enter frequency of observations (if applicable) <input type="checkbox"/> Strikethrough with a green highlighter relevant paper documentation that been transcribed or is no longer in use <input type="checkbox"/> Document in paper progress notes that <i>‘Documentation for this patient has commenced in EMR</i> <input type="checkbox"/> Ensure <i>‘Patient on Paper’</i> sign above the bed is removed <input type="checkbox"/> Inform NIC/MIC patient is ready for <i>“Patient transitioned in EMR”</i> order to be placed <p><i>Note: All other nursing requirements to be completed within 24 hours of transition</i></p>	<p>Liaise with the NIC and prioritise ‘At Risk’ patients first.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review and/or update allergies <input type="checkbox"/> Verify all medications and infusions have been ordered correctly <input type="checkbox"/> Strikethrough each order once checked into the EMR  <ul style="list-style-type: none"> <input type="checkbox"/> Check and ensure ***Paper medication chart exists for this patient*** order is placed. If not place order using ‘Protocol w/ No Co-sign <input type="checkbox"/> Review relevant Patient Care Orders – CRRT, impella (ICU only) 	<ul style="list-style-type: none"> <input type="checkbox"/> For patients admitted during downtime - NIC/MIC & bedside nurse/midwife to print new EMR patient wristband and replace iPM wristband (ID Check required) <input type="checkbox"/> Once informed by bedside Nurse/Midwife all documentation is complete place <i>“Patient transitioned in EMR”</i> order  <ul style="list-style-type: none"> <input type="checkbox"/> NIC/MIC Inform all staff that the patient is EMR ACTIVE