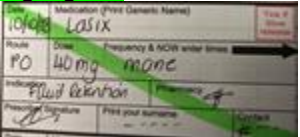
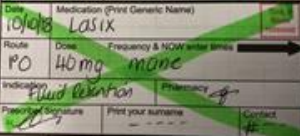


Inpatient Post Downtime Checklist (less than 24 hours)

If no paper documentation was used for the patient during downtime, return to using the EMR immediately.

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 new allergies & alerts <input type="checkbox"/> Enter any new or changed medications/ infusions into the MAR from the printed downtime chart and/or any paper charts (e.g. NIMC). Score each with a green highlighter  <ul style="list-style-type: none"> <input type="checkbox"/> Enter ***Paper medication chart exists for this patient*** order (if applicable) <input type="checkbox"/> Transcribe any altered calling criteria into the EMR <input type="checkbox"/> Enter any new problem and diagnosis <input type="checkbox"/> Enter any new or modified Medically prescribed Patient Care Orders <input type="checkbox"/> Complete/update VTE Risk Assessment (if applicable) 	<ul style="list-style-type: none"> <input type="checkbox"/> Commence documentation of medications administered for the period the EMR was unavailable. <p>Use the MAW to enter 'Chart Not Done' for each overdue medication. Use the reason "EMR Downtime see paper charts".</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter patient Lines/Tubes/Devices in situ <input type="checkbox"/> Enter accumulative volume on Fluid Balance Chart <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 'Documentation for this patient has commenced in EMR <input type="checkbox"/> Ensure 'Patient on Paper' sign above the bed is removed <input type="checkbox"/> Inform NIC/MIC patient is ready for "Patient transitioned in EMR" order to be placed 	<p>Liaise with the NIC and prioritise 'At Risk' patients.</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) 	<p><i>Identify patients who have a new medication/Infusions charted during downtime for review by transition team</i></p> <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 "Patient transitioned in EMR" order 