

Peri-Operative action card for EMR downtime NIC/MIC

Pre Downtime

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**.
 - 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
Footscray Hospital Only – distribute bed cards and contact precaution signs
- Confirm medication orders are correct with Surgeon/Anaesthetist
- Instruct staff to commence documenting using Downtime packs
- Fax any medication requests to Pharmacy using **Medication Request** cover sheet.
 - For orders that are charted on the Downtime MAR, **do not fax or photocopy the Downtime MAR**.
 - 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 ○ **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:
 - Lines & devices
 - Medications / Intravenous Infusions including fluids **for Postop Ward**
 - Final set of Observations into EMR Observation Chart
 - **Retrospectively complete Intraop Documentation in Perioperative Doc** (Case Times, Case Attendees, General Case Data, Surgical Procedures, Implant Log & Retrospective Data Entry. NB not necessarily entered prior to patient leaving PACU)
 - 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
 - Footscray Hospital Only** – remove bed cards and contact precaution signs
- 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.

