

T/L Nurse - Planned Downtime Checklist - ED

Date of Downtime:

Time of Downtime:

Pre Downtime		
Day of Downtime	<ul style="list-style-type: none"> Ensure medications orders are up to date and coordinate with Medical team. Ensure paper charts are prepared for each patient. 	<input type="checkbox"/> <input type="checkbox"/>
120 – 60 min before Downtime Time:	<ul style="list-style-type: none"> Ensure the following have been printed from Firstnet: <ul style="list-style-type: none"> Any relevant Management Plans Labels for Pathology tests that are due during downtime Ensure patients with an ACC have the ACC transcribed onto paper chart. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
60 -30 min before Downtime Time:	<ul style="list-style-type: none"> Ensure nursing staff complete electronic documentation: <ul style="list-style-type: none"> Administer medications. Fluid balance. Progress notes. BTF Observations. Commence tracking patients on the whiteboards. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
15 min before Downtime Time:	<ul style="list-style-type: none"> Attach red 'Stop Using Firstnet' signs on each computer. Coordinate printing downtime documentation from 724 Access Viewer Nursing staff commence documenting on paper when handed downtime paperwork. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
During Downtime		
<ul style="list-style-type: none"> Commencement of Downtime will be communicated via the T/L phone. Document on paper charts during downtime (e.g. printed 724 MAR, Fluid Balance Chart, BTF, Progress Notes). Viewing patient electronic record can be done via 724 viewer. New medication orders need to be ordered on the National Inpatient Medication Chart (NIMC). New IV fluid orders need to be ordered on the paper IV Fluid Order Chart. Ring Pathology for new results. 		
Post Downtime		
Immediately Post Downtime	<ul style="list-style-type: none"> End of Downtime will be communicated via the T/L phone. Inform staff of the end of downtime, but to continue documenting on paper until the patient's chart is recovered electronically. Prioritise order of patients for electronic recovery-Patients who will remain in ED or be transferred. Backdate all 'clock stopper' events, triages, registrations, check outs and discharges. For each patient, ensure: <ul style="list-style-type: none"> Medical staff have prescribed (new) and/or discontinue medication orders. Overdue medications tasks on the MAR have been addressed *. Fluid balance totals transcribed into iView. Update ACC (if required) in Firsnet. Ensure paper charts have 'This chart is no longer in use' stickers. Contact ADON once electronic recovery process is complete. Remove red 'Stop Using Firstnet' signs. All paper charts used during downtime remain on patient's clipboard for 24hours. After 24 hours, file into patient's notes. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

*** Addressing Overdue MAR tasks:**

- Sign for the latest administrations on the MAR. Ensure you adjust the date and time to the time on the paper charts. Add a comment 'given in Downtime'.
- Use 'Chart Not Done' with a reason of 'Downtime' for all other overdue MAR tasks from the downtime period.
- For Oncology Patients: for medications within a PowerPlan, sign for each medication.

Priority of Patients for Recovery

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