



Queensland Government

ieMR Planned Downtime Recovery Inpatient Checklist

NOT FOR SCANNING

(Affix identification label here)

URN:

Family name:

Given name(s):

Address:

Date of birth:

Sex: M F

After receiving notification, the following steps are to be taken when converting an inpatient from paper to the ieMR post ieMR Downtime.

- If this patient is a new admission, transfer from ICU or RRT/MET call/Code Blue, contact the treating team to manage the medication reconciliation. All other patients are the responsibility of the nurse caring for the patient.
- Doctor/nurse to confirm allergies and alerts in the ieMR and update if required.
- Two Nurses/Doctor to transcribe ALL medication orders into the MAR from the paper form/s including:
 - a. New medication
 - b. Ceased medication
 - c. Rate Changes (contact Digital Adoption Services for support)
- Nurse to transcribe medications administered during the downtime including:
 - a. Scheduled medications
 - b. PRNs
 - c. Continuous infusions (contact Digital Adoption Services for support)
- Once ordering and administration transcription is complete mark ALL medications recorded on paper (including Downtime Medication Report) as 'TRANSCRIBED', record the date and sign¹ when transcription is complete.

Note: any medications ceased at the time of transcription should be recorded on paper as "CEASED" as pictured below¹.

Date	Medication (Print Generic Name)			Time of Discharge															
24/11	Paracetamol			0600															
Route	Dose	Frequency and Enter Times		1200															
PO	1000mg	QID		1800															
Indication	Pharmacy			2200															
Prescriber Signature	Print Your Name		Contact																
<i>J. Smith</i>	J. Smith		#1234	TRANSCRIBED 24/11 JS															
Date	Medication (Print Generic Name)			Time of Discharge															
24/11	Cephazolin			0800															
Route	Dose	Frequency and Enter Times		1400															
IV	1g	TDS		2000															
Indication	Pharmacy																		
Infection																			
Prescriber Signature	Print Your Name		Contact																
<i>J. Smith</i>	J. Smith		#1234	CEASED 24/11 JS															

DO NOT WRITE IN THIS BINDING MARGIN

- Nurse to place note in the clinical documentation "ieMR Downtime from (x) hours to (y) hours on (inset date). Refer to paper notes"
- Nurse to document relevant documentation as required. Consider new nursing assessments, new lines, summary of clinically significant events
- If calling criteria is altered during the downtime Nurse to contact the treating team to ensure it is reflected in the ieMR
- Nurse to remove patient identifier from above the bed, and place signage in the Unit Downtime Kit
- If the patient doesn't have an ieMR armband, please print and place on patient, remove downtime armband
- If the patient has HBCIS sticker please discard and replace with ieMR stickers.
- Existing paper Radiology and pathology orders raised during the downtime can remain on paper

¹ As per the National Inpatient Medication Chart Guidelines (Adults and Paediatrics) July 2013 Qld Health

Please ensure all paper forms remain with the patient for a minimum of 24hours post conversion and upon transfer other units.