



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 sign<sup>1</sup> when transcription is complete.

Note: any medications ceased at the time of transcription should be recorded on paper as "CEASED" as pictured below<sup>1</sup>.

Date	24/11	Medication (Print Generic Name)	Paracetamol	Tick if Discontinued	0600	<input type="checkbox"/> Discontinued <input type="checkbox"/> Not Discontinued Yes / No Contact # 1234 Duration: days
Route	PO	Dose	1000mg QID		1200	
Indication	Pain	Frequency and Enter Times	QID		1800	
Pharmacy					2200	
Prescriber Signature	[Signature]	Print Your Name	J. Smith	Contact	#1234	
Date	24/11	Medication (Print Generic Name)	Cephazolin	Tick if Discontinued	0800	<input type="checkbox"/> Discontinued <input type="checkbox"/> Not Discontinued Yes / No Contact # 1234 Duration: days
Route	IV	Dose	1g TDS		1400	
Indication	Infection	Frequency and Enter Times	TDS		2000	
Pharmacy						
Prescriber Signature	[Signature]	Print Your Name	J. Smith	Contact	#1234	

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

<sup>1</sup> 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 24 hours post conversion and upon transfer other units.