

POST DOWNTIME RECOVERY PROCESS

Nursing Workflow

01 Orders

2 Nurses Required

» New Medications

- 2 nurses place order & send to doctor for Co-sign. Ensure to change the First dose date/time.

» Ceased Medication

- 2 nurses ancil/discontinue order & send to Doctor for co-sign.

» Rate Changes

- 2 nurses modify order & send to Doctor for Co-sign

» Comments

- Add comment 'e.g. DOWNTIME – rate changed at xx Hrs.

02 Administration

» Scheduled Medications

- Find red administration task, change performed date/time and sign.

» PRN

- Click the administration task, change performed date/time and sign.

» Continuous Infusions

- Click the pending task, go to rate change, update preformed date/time and rate, then click Apply (warning message will appear) and sign.

03 Transcribe

» Once completed, cross out paper order and mark “transcribed” including the date, time & 2 nurse initials.



Remove 'Patient on Paper' sign

All paper documentation to remain in end of bed chart for 24 hours and then moved to the CEC



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