

## **Clinical Information System Downtime Checklist**

1. Assure unit adequately staffed
  - a. Physicians encouraged to discharge patients prior to downtime (or must use paper discharge process)
  - b. Maintain extra nursing staff if possible
  - c. Unit Clerk coverage during downtime
2. Assure unit fax machine is in good working order
3. Additional paper for printer
4. Additional printer cartridge
5. Paper requests for exams and labs available
6. PPG numbers updated and current
7. Downtime Notebook/"Break the Glass" envelope available at nursing station
8. Printed Powerplans – For ED only
9. Patient documents to print
  - a. Patient List(s)
  - b. MAR for each patient
10. Nursing Documentation
  - a. Nursing Patient Care Areas (Critical Care, Med-Surg)
    - Print flowsheets for each patient from Forms on Demand during a Millennium downtime
    - PCT packets for Adult and Pediatric Med-Surg units will be in Forms on Demand (in the near future)
    - Use flowsheets and PCT packet copies (located in the Downtime Notebooks) during network downtime