THE UNIVERSITY OF TOLEDO
MEDICAL CENTER

Title: Computer Downtime Guideline

Responsibility: All employees working in the Operating Room (OR)

Purpose of Guidelines:
The hospital shall have procedures designed to alert personnel to computer downtime regarding hospital applications whether scheduled or unscheduled. The goal is to assure a continuous flow of information and reduce the possibility of delay in the following on-line applications:EPIC

Procedure:

1. When downtime has been scheduled by Information Technology Personnel (IT) or Materials Management, a notice will be received informing the OR of the planned downtime and the intended duration of the downtime.

2. The Systems Analyst -for Perioperative Services will post the notice and inform the staff of the planned downtime and the necessary procedure as follows.

3. Nursing Personnel will document on the following forms during downtime:
    a.   SU012 (Perioperative Phase Nurses Notes)
    b.   PL002 (Anatomical Pathology Request Form)
    c.   SU009 (Equipment Sheet)
    d.   SU007 (Nursing Operative Record)

4. Once Downtime has been resolved, ALL information documented on downtime paper forms will be entered into Epic.
    a. This includes: patient information, Preop/PACU documentation, case details, timing events, medications administered, timeouts, staff, chargeable supplies, equipment, implants, and charges.
    b.   Verify all sections of Periop (Preprocedure, Intra and PACU) documentation to ensure complete documentation is entered.
    c. Paper forms can be shredded after all the information has been entered/verified in Epic.

5. Specific Workflow Considerations and Steps:

These Optime/Anesthesia specific BCA reports can be viewed/printed from the BCA Workstation during downtime:

Report	Purpose
MAR	Inpatient Medication Administration Record
Today's Schedule	OR Schedule
OR Two Weeks Schedule	OR Schedule for the next 2 weeks
PAT Appointments Today	Today's PAT Appointment schedule
Pre-Op Call & PAT for Upcoming Cases	Lists patients needing pre-op calls and/or PAT appointments for the next 30 days
Case Details – Pick List	Patient/case specific- case details and Pick list
Perioperative Record	Perioperative patient/case documentation for the past 7 days
Patient Summary	Patient Intraop documentation for past 7 days and cases scheduled for 3 days in future
Preference Card	Base Preference Cards Procedure/Surgeon (not patient/case specific)
Procedure	Base Procedure information (not patient/case specific)
Anesthesia Record	Patient specific Anesthesia documentation

6.

PACU	UMC	10101111	PreOp	2184	UT11PNTD3	OPS-PACU	OPS-PACU	Isybert
PACU	UMC	10101111	PostOp	2193	UT7XHCB02	OPS-PACU	OPS-PACU	Isybert
George Isaac	DOW	10101279	Office	1502	UT9YNCNF3	PAT	PAT	twoodley
George Issac	DOW			1515		Endoscopy Pre/Post	Endoscopy Pre/Post	
		10101279	Front Desk		UT9YBGFF3			
George Issac	DOW	10101279	OR Desk	1554	UT9XQ7NF3	Endoscopy	Endoscopy	
George Issac	DOW		Nurse	1544		Endoscopy	Endoscopy	
		10101279	Station		UTHM5SQ53			
Anesthesiology	UMC	10101147	Anesthesia	2195U	UT7B8BFB2	Anesthesiology	Anesthesiology	proth