

## OPERATING ROOM GUIDELINE GENERAL

**Guideline:** Computer downtime

**Policy Number Superseded:**

**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 online applications: EPIC.

**Procedure:**

- (A) 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.
- (B) The systems analyst for perioperative services will post the notice and inform the staff of the planned downtime and the necessary procedure as follows.
- (C) Nursing Personnel will document on the following forms during downtime.
  - (1) SU012 (perioperative phase nurses notes).
  - (2) PL002 (anatomical pathology request form).
  - (3) SU009 (equipment sheet).
  - (4) SU007 (nursing operative record).
- (D) Once downtime has been resolved, ALL information documented on downtime paper forms will be entered into Epic.



**Effective Date:**

**Initial Effective Date:**  
July 2002

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- (1) This includes patient information, pre-op/PACU documentation, case details, timing events, medications administered, timeouts, staff, chargeable supplies, equipment, implants, and charges.
- (2) Verify all sections of peri-op (pre-procedure, intra and PACU) documentation to ensure complete documentation is entered.
- (3) Paper forms can be shredded after all the information has been entered/verified in Epic.

(E) 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
Peri-operative Record	Peri-operative patient/case documentation for the past 7 days
Patient Summary	Patient intra-op 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

(F)

PACU	UMC	10101111	PreOp	2184	UT11PNTD3	OPS-PACU	OPS-PACU	Isybert
PACU	UMC	10101111	PostOp	2193	UT7XHCBO2	OPS-PACU	OPS-PACU	Isybert
George Isaac	DOW	10101279	Office	1502	UT9YNCNF3	PAT	PAT	twoodley
George Issac	DOW			1515		Endoscopy	Endoscopy Pre/Post	
		10101279	Front Desk		UT9YBGFF3	Pre/Post		
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

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#### Approved by:

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*Chief Nursing Officer*

#### Initial effective date:

July 2002

#### Review/Revision Completed by:

*Operating Room Management*  
Reviewed by Policy & Standard  
Committee: 2/2016, 2/2019,  
12/2022

#### Review/Revision Date:

July 2005

July 2008

October 2011

October 2014

February 2016

February 2019

December 2022

#### Next review date: