PATIENT SAFETY DURING DOWNTIMES

Below are general reminders to follow when experiencing/preparing for technology downtimes (such as network outages and power failures).

**URGENT COMMUNICATION**
VERBALLY notify the appropriate person(s) of any urgent event using the existing emergency contact lists. If unsure of who to notify, contact your manager/supervisor for assistance. Do not rely on electronic means of communication during downtimes, such as SIMS, email, etc.

**PATIENT IDENTIFICATION**
Use AT LEAST two unique identifiers to identify all patients/clients before every test, procedure or medication administration. This is especially important during downtimes. Ensure patients are wearing their own hospital armbands at all times.

**MEDICATION SAFETY**
Use non-electronic records (such as the Prescriber’s Order Sheet, MAR, etc) to verify every medication before administering to the patient/client. Automated Dispensing Cabinets (ADCs) and CMARs may be affected by downtimes, so manual verification is required.

**PATIENT FLAGS, ALERTS, & CCIs**
Important patient-specific flags/alerts within MediTech (such as allergies, special care needs, and MRSA status) are not available during MediTech downtimes. Be sure to verify the patient’s allergies, MRSA status, etc.

**INFECTION PREVENTION & CONTROL**
Ensure your unit has enough Precaution signs printed for downtimes. If more signs are needed during downtimes, contact your manager/supervisor.

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