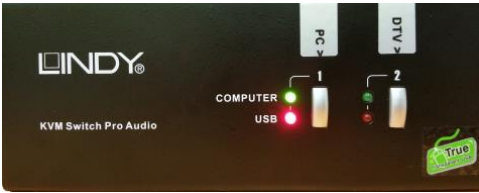

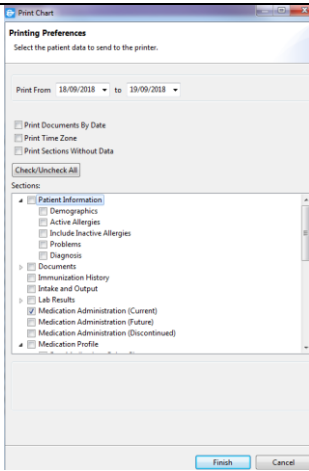


Weekly Downtime Viewer Checklist

Operating Theatre and Medical Imaging

Unit/Ward:		Date:	
Task – to be completed by Administration or Nursing Staff		Incomplete due to variance (include action details)	Completed (Initial and date)
724Access Downtime Viewer (DTV)		For all variance with DTV notify the ieMR team on 1999 (if afterhours call 1800 198 175)	
1.	<p>Switch computer to DTV</p> <p><i>*If your DTV does not use a KVM switch, skip this step.</i></p> <ul style="list-style-type: none"> The KVM switch is active (light is on). Press the switch button marked for “DTV”, confirm that the light switches across to that display and wait a few seconds. 		
2.	<p>Log into DTV</p> <ul style="list-style-type: none"> Move the mouse to wake up the screen The logon screen with purple Downtime Viewer background should appear Log in using generic ward name and password  <p><i>NB: if you do not use a generic ward username and password, log on using your personal logon credentials.</i></p>		
3.	<ul style="list-style-type: none"> Locate the ‘724 Access’ icon on the desktop Use the same generic login as previously used Enter your full name and select Audit reason as other when testing. When in Downtime select Downtime 		
4.	<p>Check patient data is up to date</p> <ul style="list-style-type: none"> Check the “last update” time stamp (right hand corner) matches the current date and time (up to 5 minutes discrepancy is acceptable). 		
6.	<p>Confirm patient medical records exist within the DTV</p> <ul style="list-style-type: none"> Search for a patient who has been to Theatre/Medical Imaging within the last 7 days Untick <i>inactive encounters</i>, click <i>search</i> 		
7.	<p>Confirm patient data can be printed from the DTV:</p> <ul style="list-style-type: none"> Click <i>Print chart</i> or <i>File and Print</i> Click <i>Medication Administration (Current)</i> 		



- Click *Finish* and *Print*
- Confirm medication orders have printed
- Confirm the record contains all expected information. Please check this with your NUM or Team Leader if necessary
- Always discard of patient information in the confidential bins

9. Log off and reset the downtime viewer:
- *Remember to log off when finished and never leave your account open and unattended. NEVER SHUTDOWN THE DTV.*
 - Press the PC button on the KVM switch to return to the CHQ workstation (with blue background)

Completed by:	Signature:
Checked by: (Nurse Unit Manager/Team Leader)	Signature:

Actions:

Completed checklists must be stored with the Nurse Unit Manager / Team Leader