

Complete the following instructions to build your CST Downtime Toolkit:

- 1. Create a cover page and a table of contents page for the toolkit binder**
- 2. Print the C&W Ambulatory and C&W Acute Downtime Procedures**
 - a. Go to [CST Cerner Downtime \(cw.bc.ca\)](http://cw.bc.ca)
 - b. Open the “Downtime Decision Support Tools, Policies & Procedures” accordion
 - c. For inpatient areas, print the C&W Acute and ED Downtime Procedure.
 - d. For ambulatory clinics, print the C&W Ambulatory Downtime Procedure
 - e. Create a section in the CST Toolkit labeled “Downtime Procedure” and add these documents to that section.
- 3. Downtime Forms – Inpatient units, BCH ED, and BCW UCC**
 - a. Create an excel file listing all the Downtime Forms required for your clinical area. To determine which forms are available:
 - i. CST has compiled an inventory of common forms used across units – the lists are compiled in two Excel spreadsheets (“C&W Generic Forms – Acute” and “C&W Generic Forms – Ambulatory”)
 - ii. Excel spreadsheet named “C&W Unit Specific Forms”
 1. Review the form list in the excel documents and print enough copies of all forms to include in your downtime toolkit that will accommodate a 2 hour downtime. You can photocopy more copies of the forms as needed during a downtime (if you do not have emergency power back up in your location, you will you not be able to photocopy a form during a power outage).
 2. If the generic form provided does not meet the needs of your area, use area specific form.
 - b. Organize these forms in sections that support the clinical workflow for your area.
- 4. Downtime Forms – BCH and BCW Clinics**
 - a. Create an excel file listing all the Downtime Forms required for your clinical area. To determine which forms are available:
 - i. Go to [CST Cerner Downtime \(cw.bc.ca\)](http://cw.bc.ca)
 - ii. Open the Generic Forms – Acute & Ambulatory accordion
 - iii. Open the file C&W Generic Forms – Ambulatory.xls (Excel file).
 - iv. One sheet is Generic Ambulatory and the second sheet is specific to BCH clinics.
 - v. Some BCH Ambulatory forms are provided in the Print Shop links.
 - vi. Use existing forms required if there is no Print Shop link.
 - vii. Use the set of forms that meet the needs of your clinic.
 - b. For additional specific forms in your ambulatory clinic, supplement the downtime forms as required.
 - c. Organize these forms in sections that support the clinical workflow for the clinic.
- 5. Downtime Registration**
 - a. Go to [CST Cerner Downtime \(cw.bc.ca\)](http://cw.bc.ca)
 - b. Open accordion “Downtime Registration”
 - c. For BCH ED and BCW UCC, print all documents under the heading “Downtime Registration Forms”, except the “Downtime Facesheet and Label Generator” excel tool.

- d. For all clinics print the following:
 - viii. Accident Related Information form.pdf
 - ix. Downtime Patient Facesheet.pdf
 - x. Downtime Registration ADT Activity Log.pdf
 - xi. Downtime Registration Patient Tracker.pdf
 - xii. Registration Use Downtime Add Person Conversation.pdf
 - xiii. Registration Use of Downtime Encounter Conversation.pdf
- e. All areas need to order labels if they want to print facesheets and labels from the CST Downtime Label and Facesheet Generator. Instructions to use this tool are in the “724 Quick Reference Guide”.
 - i. Grand & Toy White Mailing Laser Labels – Product#: 99180 if the CST Downtime Facesheet and Label generator is used; otherwise use office labels at the site’s discretion
 - ii. Staples – Staples 479884 <https://www.staples.ca/products/479880-en-staples-white-mailing-labels-for-inkjetlaser-printers-2-58-x-1-3000-pack>
 - iii. Avery 5160 – <https://www.staples.ca/products/12230-en-avery-easy-peel-white-laser-address-labels-2-58-x-1-3000-pack-5160>

6. Downtime Lab Requisitions

- a. Use existing Lab Requisitions for downtime.
 - i. Go to [CST Cerner Downtime \(cw.bc.ca\)](http://cw.bc.ca)
 - ii. Open accordion “Lab Forms”
- b. Paper-based forms will be maintained after CST goes live June 28, 2023

7. Downtime MI Requisitions

- a. Use existing MI requisitions for downtime.
 - i. Go to [CST Cerner Downtime \(cw.bc.ca\)](http://cw.bc.ca)
 - ii. Open accordion “Medical Imaging Forms and Requisition”
- b. Paper-based forms will be maintained after CST goes live

8. PowerPlans

- a. Print off the PowerPlans applicable to your area for use during downtime.
 - i. Note – PowerPlans are for ORDER REFERENCE ONLY. Not for submitting orders on. These are intended as guides, a reminder of the steps to be undertaken. They are not to be written on during downtime. Providers are instructed to create separate orders. The PowerPlans are located at: <https://your.healthbc.org/sites/CSTCernerOrderSetRepositoryDowntime/layers/15/start.aspx#/SitePages/Home.aspx>

9. 724 Materials

- a. Go to [CST Cerner Downtime \(cw.bc.ca\)](http://cw.bc.ca)
- b. Open accordion “724 Instructions and Resources”
- c. Print all files except the Excel file - CW 724 Downtime PC Locations (this is just for reference)
- d. Create a section in the CST Downtime Toolkit for 724 instructions and checklist