S: Daylight Saving Time ends Sunday, November 1, 2020 at 0200

B: When Daylight Saving ends, the time between 0100-0200 will occur **twice.**

A: This will noticeably affect the use of **Doc Flowsheets** and the **MAR** in Epic. Additionally, lab results will be down for 1 hour and 10 minutes.

R: Please be aware of the following information:

For Doc Flowsheets - During the second 0100-0200 hour:

- ☐ Use INSERT COLUMN to make the time of the overlapping entry <u>one minute after</u> the first entry

- ☐ Use the comment box to detail what was done to compensate for the overlapping time frame for that documentation.

- ☐ Manually calculate infusion volumes

For areas where vital signs cross over into Epic for validation - (Data Validate in Obix and Philips)

- ☐ The vital signs interface will be disabled during the repeat (second) 0100-0200 hour, so no vitals will cross over into Epic for validation. Any information will need to be manually entered during this time.

For Scheduled Meds on the MAR - During the second 0100-0200 hour:

- ☐ Due times will NOT automatically adjust

- ☐ An administration in the MAR activity may be missed when the time changes

    - o (ex: a med is scheduled every hour – 1200., 0100, 0200, etc. At 0200 when the time changes back to 0100 again, the 0200 dose will be missed)

- If a dose is scheduled for 0200 (prior to the time change), it will need to be changed to a "due" time of 0101, or another time between 0100-0200, to account for the dose that will be lost with the time change.

- Use the comment box as needed to explain

Lab results -

- Sunquest will be down during the second 0100-0200 hour. Continue to place orders in Epic. Results will be tubed during the scheduled downtime and will be available in Epic after 0210.

Glucometers and iSTAT -

- Glucometers and iSTAT should be docked at 0030 and pulled off the docks for use, then not docked again until 0230 (PC time on the lower right).

Glucostabilzer (affects ICU only)-

- During the second 0100-0200 hour, use the comment box for any glucose tests done in that time frame. Suggested verbiage: Glucose performed during return from DST to Standard Time.

Alerts and Event Times- (affects OR, FBC and ED only)

- Alerts and Event times will be off. Recent status changes may not be the actual status. Please manually update the status after the second hour

Specialty Narrators

- Specialty Narrators (Sepsis, Sedation, Code, Trauma, Stroke) are not recommended by epic to be used during the second 0100-0200 hour. Follow previous paper/docflow documentation for these events during the second hour.

Case Tracking Event Documentation – (affects OR only)

- Change the case tracking event times so that the amount of time between events is accurate.

- Add a nursing note that includes the actual times for that patient, even if it looks incorrect because of the time change.

- Anesthesia users will need to document on paper during the time change.

Send to ED staff

ED Patient Statuses – After fall back, ED Patient Statuses may appear stuck and are unreliable. This can affect the patients that are filtered on TrackBoard views by patient status, such as the Waiting for Provider view. Users should be alerted of this, consider increased communication from 1:00 AM CST to 2:00 AM CST, and frequently check their All Patients view for other indicators of a patients status in the ED. After 2:00 AM, patient statuses can be manually reconciled by right clicking on a patient and choosing their appropriate status.

ADT Event Time Compression – (Admits, transfers, discharge events) These event times will be compressed during the repeated hour.

If compressing the time between 1:00 A.M. and 1:30 A.M., the system looks to the minutes after the hour and divides it by 2. For example, 1:30 A.M. CDT becomes 1:15 A.M.

If the time is going to be compressed between 1:30 A.M. and 2:00 A.M., the system looks to the minutes after the hour, divides it by 2, and adds 30. For example, 1:30 A.M. CST becomes 1:45 A.M.

Here are some sample arrival times and their compressed times:

- 12:59 A.M. CDT > 12:59 A.M. (no compression needed)
- 1:00 A.M. CDT > 1:00 A.M.
- 1:15 A.M. CDT > 1:07 A.M.
- 1:30 A.M. CDT > 1:15 A.M.
- 1:45 A.M. CDT > 1:22 A.M.
- 1:59 A.M. CDT > 1:30 A.M.
- 1:00 A.M. CST > 1:30 A.M.
- 1:15 A.M. CST > 1:37 A.M.
- 1:30 A.M. CST > 1:45 A.M.
- 1:45 A.M. CST > 1:52 A.M.
- 1:59 A.M. CST > 2:00 A.M.
- 2:00 A.M. CST > 2:00 A.M. (no compression needed)

Send to Nurse Managers re: defibrillators

All defibrillators must have time adjusted.

Please access instructions to adjusting the time utilizing this link.

http://sphome.phhservices.org/ClinicalEngineering/Pages/default.aspx

ED Alerts – ED Alerts can be configured in your department record, and ED Alert timers displayed on your TrackBoard and ED Manager views. If the trigger event was triggered during the first hour, a column displaying a timer will show a negative time since the alert was triggered after fall back. Similarly, if an alert was triggered prior to 1:00 AM, the column may display a timer that's one hour shorter than expected after fall back occurs.