**Scheduled Telemetry Downtime Guide**

* Telemetry Operations Center (TOC) will open during day shift in the 7N conference room, room 7052
* Phone Numbers: 6-5401 (primary) or 615-400-1064
* Staffed by 7N Educator, Manager, AA, Admin Director, Clinical Engineering, System Support, etc.
* Emergency Preparedness Office on standby if needed
* Units should be prepared to monitor heart rhythms at the bedside:

9N 7N COBS 7RW 10S

 8N 6N TOBS 5RW

 8S 6S L&D 5S

* Managers
	+ Coordinate staffing plan
	+ Verify that local monitoring equipment is functioning
		- * X-2’s, MP5T’s, Telemons, Transport monitors
	+ Inform staff of downtime
	+ Managers finalize staffing plan
	+ CN’s identify which patients can come off telemetry during the downtime and which ones will need to stay on telemetry during the downtime
	+ Obtain physician order to come off telemetry during downtime
	+ Monitor Techs to identify patients who have had a red alarm over previous 24 hours by 06:00 am
	+ CN’s finalize which patients need to remain on telemetry
	+ CN’s compare monitoring needs vs. monitoring capabilities
		- CN’s obtain additional monitors as needed
			* Use local monitors first
			* Call sister/partner units to borrow monitors
			* Call Service Center for transport monitors
			* Call TOC for additional monitor support