**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