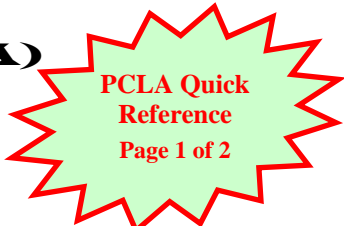


# POWERCHART LOCAL ACCESS (PCLA) for POWERCHART DOWNTIME



## RESULTS are VIEW ONLY

- ❖ PCLA laptops and docking stations must always be “ON” (**green lights** on both devices) in order for result downloads to occur.
- ❖ If not “ON” - press round button (circle symbol) to turn “ON”, check power plug, or call Help Desk for further assistance.

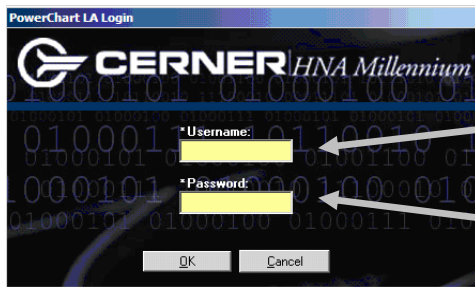
### Accessing PCLA:

- PCLA laptops to be accessed **only** when an official downtime has been declared by ITS.
- Username ID and Password conveyed by ITS email to management group list; or through Call Tree per House Manager if unscheduled downtime.
- Only medical staff/clinicians/support staff with existing Cerner access privileges may access PCLA.
- **All applicable patient information confidentiality policies apply to accessing patient records in PCLA.**
- Department Manager has combination code to cable lock.

### When Downtime Event declared, Open PCLA Laptop:

- If Login screen does not display within few seconds of opening lid, close cover, and reopen.

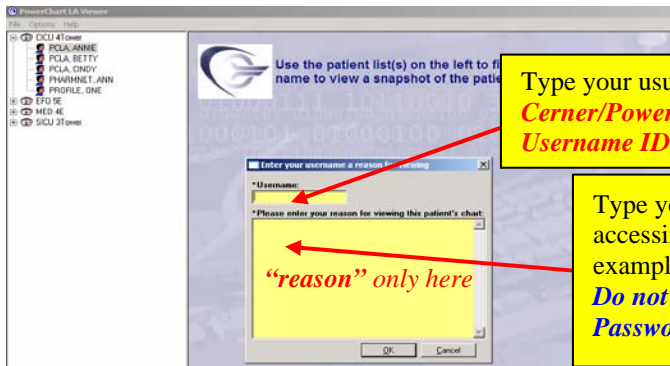
### First Login Screen (1 of 2):



Username and Password provided by Call Tree and/or email from ITS to Nursing Managers and Assistant Managers.

**Physicians, Nurses, Ancillary Staff:** Go to **Department Nursing Station Unit Clerk, Manager, Assistant Manager, Nurse in Charge,** or **House Manager** for downtime event **Username ID and Password.**

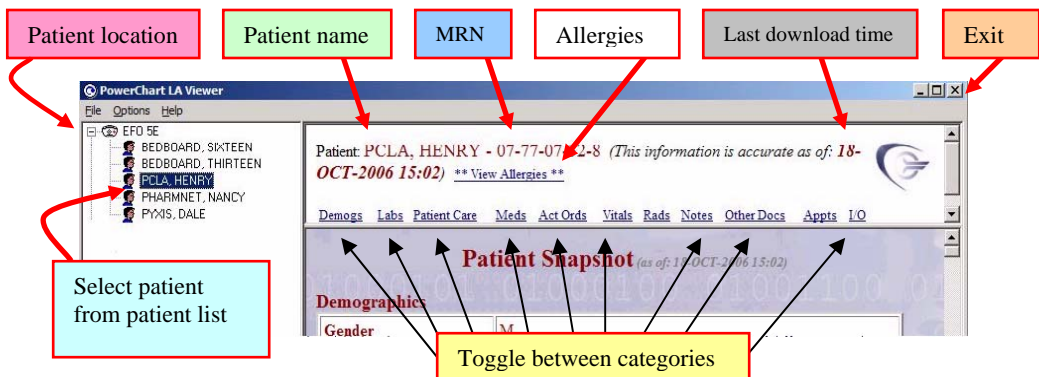
### Second Login Screen (2 of 2):



Type your usual **Cerner/PowerChart Username ID** in first box.

Type your “**reason**” for accessing patient record, example: “**patient care**”. **Do not enter your Cerner Password in second box.**

### PCLA Patient Record (view only):



**Not Available in PCLA:**

- Real time results
- Radiology results
- Diet orders
- Scheduled Appointments
- Ability to enter orders/documentation
- Billing/charges
- Barcode label printing
- Scanned documents

**“Other Docs” holds:**

- Textual results, such as Microbiology Cultures

## POWERCHART LOCAL ACCESS - "PCLA"

### Summary of Procedures to use PCLA during computer system downtime:

- PCLA laptops are to be accessed **only** during downtime: scheduled or unscheduled.
- PCLA is a "view only" tool displaying patient results as a "frozen snapshot" from last 24 hours. Result downloads occur hourly on the hour. Data entry is not possible through PCLA.
- Always refer to your specific Unit procedures during downtime, including PCLA specific procedures.
- Components for PCLA hardware:
  - Two main devices: laptop and docking station.
  - Laptop must be firmly seated in its docking station (**green lights must be "ON" for both devices**).
  - Security cable and combination lock must secure PCLA laptop to docking station and a permanent fixture (counter or wall or a movable cart).
  - PCLA laptops should remain cable-secured during use; however, laptops may be released from the cable for mobility to enhance patient care delivery (only Department Manager or designee has lock combination).
  - Docking station electrical cord must be plugged into emergency power at all times.
  - Printers connected to PCLA laptops are not to be disconnected (not all PCLA laptops have printers).
  - Docking station and printer are plugged into a power surge strip. The power surge strip ON/OFF button must stay ON at all times.
- Responsibility:
  - Department managers of each nursing location with a PCLA laptop will define a departmental process to:
    - Make laptop available for accessing patient data when downtime event occurs.
    - Validate that PCLA laptop is: 1) secure; 2) is "on" at all times
    - Ensure laptop is returned to docking station, redocked firmly and locked after downtime is over.
    - **Keep laptop and docking station surfaces clutter free.**  
(The only material that should be found with the laptop and docking station is the PCLA instructions.)
- Two Logins are required to access "frozen snapshot" of patient record results in PCLA.
  - Access to PCLA (Login 1 of 2):
    - With an ITS announcement of an official downtime, a new downtime event Username ID will be conveyed through email (if network is available), and through Call Tree to unit staff in charge.
    - Each downtime event will have a different event Username ID.
    - PCLA Password will not change.
  - Access to patient record in PCLA (Login 2 of 2):
    - Use your Cerner PowerChart Username ID.
    - Type (free text) your "**reason**" for accessing patient record, for example: "**patient care**". **Do not type your usual Cerner PowerChart password.**
- Printing from PCLA during downtime:
 

Patient records may be printed to accompany patients being transferred to another internal nurse location; however, if patients are being transferred outside UH or CRH facility, consult Medical Records.
- **When downtime is officially declared "over":**
  - All staff must **EXIT** out of PCLA (click upper right hand "x") and resume using PowerChart.
  - The PCLA username for the downtime event is immediately inactivated.
  - **Laptops must be returned within one hour to their assigned locations, re-secured firmly in their docking stations, re-locked with the combination lock.**
  - Physical inventory of PCLA devices will be taken after downtime.
  - Audits will be conducted after downtimes to evaluate staff compliance accessing patient records in PCLA.

See also detailed guide "Use, Policies, and Procedures for PCLA" available

- at each PCLA laptop, or
- from Department Manager, or
- from ITS.

