Nursing UNIT/Department Relocation Procedures

Purpose: To outline procedures to follow when temporary/permanent relocation to a new area occurs or if changes to current document routing/printing from Invision devices is required.

I. TEMPORARY RELOCATION OF INVISION Terminals/Printers/Embosser TO NEW AREA
   A. PRE-MOVE CONSIDERATIONS
      1. Nurse Manager/Supervisor or designee should email at least 2 weeks prior to move:
         a. Recipients:
            1. SHV INVISION SUPPORT
            2. SHV PROGRAMMING SUPPORT
            3. Mary Sehon (Radiology Manager)
               a. Indicates that temporary mnemonic locations are needed
                  i. Allows routing of results based on the assigned terminal mnemonics
            4. Dennis Goodrich (Laboratory Manager)
            5. Paul Koerner and Charles Everton (Pharmacy System Management)
               a. MAR/Pharmacy/Diebold profiles and print routing
            6. Dean Aiken - Cancer Center - (Sunrise System, if applicable)
         b. Provide information regarding:
            a. Anticipated date of Move
            b. Temporary location: include floor, room number, etc.
            c. Last four digits of the terminal VTAM#s, CICS of Printer/Embossers
            d. CICS of the Printer and or Embosser for each VTAM# for routing of printed documents

   Examples of terminal VTAM - T8T0A001 (the last four would be A001) or Printer CICS or LU address - PABC or T8T0A0BC

2. Connectivity Considerations - Evaluate as soon as the impending move has been identified. Relocation area must have a sufficient number of operational:
   1. electrical outlets:
      a. 1 per monitor, 1 per terminal, 1 per printer 1 per embosser
      b. A surge protector can be purchased to increase the electrical outlet availability.

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2. network connections
   a. 1 per terminal, 1 per printer, 1 per embosser to support the equipment that will be relocated to the proposed area.
   b. Contact Telecommunications (56505) regarding network connection outlets.

B. DAY OF MOVE TO TEMPORARY LOCATION
1. Relocate Devices to new area
   a. Nurse Station move
      1. Relocate devices to new area
         a. If Nurse Station is moving, at least one terminal needs to be accessible to be able to place orders etc. during the move.
      2. As the new devices are installed on the area, call the Helpdesk (55470, option 1) and provide the VTAM that needs to be redefined.
   2. Keep the terminal to printer routing for your new area the same as your current area.
      a. Recommendation - Keep the original equipment (terminal, printer) paired together, especially if an LSU ID tag is present.
         1. Hint: Tape your cables together and tape to top of the monitor, printer, etc. Or place your cables in a zip lock bag and tape to equipment.
   3. Test your printing and document routing for each terminal after confirmation is received from HelpDesk that routing has been re-established.
      1. Recommendation - Complete and confirm that routing is correct on the day of move.

C. DAY OF RELOCATING BACK TO PERMANENT LOCATION
1. Nurse Manager/Supervisor or designee should email:
   a. Recipients:
      1. SHV INVISION SUPPORT
      2. SHV PROGRAMMING SUPPORT
      3. Mary Sehon (Radiology Manager)
      4. Dennis Goodrich (Laboratory Manager)
      5. Paul Koerner and Charles Everton (Pharmacy System Management)
      6. Dean Aiken - Cancer Center - (Sunrise System, if applicable)
   b. Provide information regarding:
      a. Permanent location: include floor, room number, etc.
      b. Last four digits of the terminal VTAM#s, CICS of Printer/Embossers
      c. CICS of the Printer and or Embosser for each VTAM# for routing of printed documents

Examples of terminal VTAM - T8T0A001 (the last four would be A001) or Printer CICS or LU address - PABC or T8T0A0BC
2. Relocate Devices to permanent location
   a. Nurse Station move
      1. Relocate devices to new area
         a. If Nurse Station is moving, at least one terminal needs to be accessible to be able to place orders etc. during the move.
      2. As the new devices are installed on the area, call the Helpdesk (55470, option 1) and provide the VTAM that needs to be redefined.
   3. Keep the terminal to printer routing for your new area the same as your current area.
      a. **Recommendation** - Keep the original equipment (terminal, printer) paired together, especially if an LSU ID tag is present.
         1. Hint: Tape your cables together and tape to top of the monitor, printer, etc. Or place your cables in a zip lock bag and tape to equipment.
   4. Test your printing and document routing for each terminal after confirmation is received from HelpDesk that routing has been re-established.
      1. Recommendation - Complete and confirm that routing is correct on the day of move.

II. **TEMPORARY RELOCATION - INVISION**

Terminals/Printers/Embosser WILL REMAIN IN CURRENT LOCATION

A. **PRE-MOVE CONSIDERATIONS**
   1. No connectivity or current Invision routing changes should be necessary, however you should email:
      a. Recipients:
         1. SHV INVISION SUPPORT
         2. SHV PC HELPDESK
         3. SHV PROGRAMMING SUPPORT
      b. Provide information regarding relocation to temporary area

B. **Configuration of Invision Devices remains unchanged:**
   1. Any area occupying the unit can utilize the terminals and printers, assuming that routing has already been defined and was correct prior to the current occupancy,
      a. Example: Unit with defined beds - nurse unit occupancy
         1. Nursing staff can log onto terminal and the unit’s defined beds will be available.
         2. Order requisitions, Invision MARs, etc. will continue to generate for the defined beds.
         3. Printing from Invision will be routed to current printer
      b. Example: Unit with or without defined beds - non-nurse unit occupancy
         1. Staff can log onto terminal and access their customary Invision menus.
2. Orders requisitions and printing request will continue to generate for
to the current printer.

C. Test Devices
1. Test your printing and document routing for each terminal to confirm that
routing is as desired.
   a. Recommendation - Complete and confirm that routing is correct on the
day of move

III. PERMANENT MOVES
A. PRE-MOVE CONSIDERATIONS
1. Nurse Manager/Supervisor or designee should email at least 2 weeks prior
to move:
   a. Recipients:
      1. SHV INVISION SUPPORT
      2. SHV PROGRAMMING SUPPORT
      3. Mary Sehon (Radiology Manager)
         a. Assignment of mnemonic locations
            (i) Allows routing of results based on the assigned terminal
                mnemonics
      4. Dennis Goodrich (Laboratory Manager)
      5. Paul Koerner and Charles Everton (Pharmacy System Management)
         a. MAR/Pharmacy/Diebold profiles and print routing
      6. Dean Aiken - Cancer Center - (Sunrise System, if applicable)
   b. Provide information regarding:
      a. Anticipated date of Move
      b. New location: include floor, room number, etc.
      c. Last four digits of the terminal VTAM#s, CICS of
         Printer/Embossers
      d. CICS of the Printer and or Embosser for each VTAM# for
         routing of printed documents

Examples of terminal VTAM - T8T0A001 (the last four would be A001) or Printer CICS or
LU address - PABC or T8T0A0BC

2. Connectivity Considerations - Evaluate as soon as the impending move has
been identified. Area must have a sufficient number of operational:
   1. electrical outlets
      a. 1 per monitor, 1 per terminal, 1 per printer 1 per embosser
         (i) A surge protector can be purchased to increase the
             electrical outlet availability.
   2. network connections
      a. 1 per terminal, 1 per printer, 1 per embosser to support the
         equipment that will be relocated to the proposed area.
         (i) Contact Telecommunications (56505) regarding network
             connection outlets.

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B. DAY OF MOVE
1. Relocate Devices to new area
   a. Nurse Station move
      1. Relocate devices to new area
         a. If Nurse Station is moving, at least one terminal needs to be accessible to be able to place orders etc. during the move.
      2. As the new devices are installed on the area, call the HelpDesk (55470, option 1) and provide the VTAM that needs to be redefined.
   2. Keep the terminal to printer routing for your new area the same as your current area.
      a. Recommendation - Keep the original equipment (terminal, printer) paired together, especially if an LSU ID tag is present.
      1. Hint: Tape your cables together and tape to top of the monitor, printer, etc. Or place your cables in a zip lock bag and tape to equipment.
   3. Test your printing and document routing after confirmation is received from HelpDesk that routing has been re-established.
      a. Recommendation - Complete testing the day of move.

C. New Equipment - Refer to Section IV.

IV. ROUTING CHANGES OR NEW EQUIPMENT
A. NEW EQUIPMENT
1. Upon receipt of equipment, Nurse Manager/Supervisor or designee should email SHV PC HELPDESK and SHV NETWORK ADMINISTRATION at least one month prior to anticipated date of use.
2. Consider any network or other connections that may be needed for the new equipment and contact the appropriate personnel for installation of any new outlets or connection ports.
3. After networking and SHV PC HELPDESK have completed their configuration of equipment and the equipment has been installed for use, email the following staff as appropriate for establishing desired document routing for your new devices:
   a. Recipients:
      1. SHV INVISION SUPPORT
      2. SHV PROGRAMMING SUPPORT
      3. Mary Sehon (Radiology Manager)
         a. Assignment of mnemonic locations
            (i) Allows routing of results based on the assigned terminal mnemonics
      4. Dennis Goodrich (Laboratory Manager)
      5. Paul Koerner and Charles Everton (Pharmacy System Management)
         a. MAR/Pharmacy/Diebold profiles and print routing, if applicable
      6. Dean Aiken - Cancer Center - (Sunrise System, if applicable)
b. Include the following information:
   1. VTAM#s and or CICS of new devices.
   2. Location of the new devices.
   3. For printers, indicate what types of documents should be routed to
      the new printer.
4. After SHV INVISION SUPPORT confirms completion of setup for new
equipment has been established:
a. Test and confirm that printing and routing is satisfactory.
   1. Recommendation: Verify that routing of your printed documents is
      satisfactory on date of confirmation from SHV INV SUPPORT

Examples of terminal VTAM - T8T0A001 (the last four would be A001) or Printer CICS or
LU address - PABC or T8T0A0BC

B. ROUTING CHANGES
1. Nurse Manager/Supervisor or designee email:
   a. Recipients:
      1. SHV INVISION SUPPORT
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      3. Mary Sehon (Radiology Manager)
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         a. MAR/Pharmacy/Diebold profiles and print routing
      6. Dean Aiken - Cancer Center - (Sunrise System, if applicable)
   b. Provide information regarding:
      a. Last four digits of the terminal VTAM#s, CICS of
         Printer/Embossers
      b. CICS of the Printer and or Embosser for each VTAM# for
         routing of printed documents

2. Helpful Hints:
   a. If routing changes are due to a malfunctioning printer and a loaner
      printer is not installed:
      1. Locate a nearby printer and coordinate with manager to route your
         print jobs to their printer
      2. Email the recommended contacts with the information regarding the
         identification of the printer.
      3. After confirmation, verify that routing of your printed documents is
         satisfactory
   b. If routing changes are due to a malfunctioning printer and a loaner is
      available:
      1. After install of the loaner printer, email the recommended contacts
         with the information regarding the identification of the printer.
2. After confirmation, verify that routing of your printed documents is satisfactory