

GHH ED CLINICAL SUPPORT **NIGHT** CHECK LIST

DATE - Monday, 12 August 2019

TIME	SAFETY/QUALITY ASSESSMENTS	COMPLETED BY	ACTIONS
19.00	Attend comprehensive nursing handover from coordinator of both shifts (Inclusive of mews score, plan, and concerns).		
19.05	ALL thermometers to be returned.		
2130 to 22:00	To attend medical handover in Doctors Office, support to Jr member of team, and update plans/issues of cubicle/corridor patients and escalated concerns.		
2200 to 23:00	Spot check sets of notes from :- <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">RESUS <input type="checkbox"/></div> <div style="text-align: center;">MAJORS <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">CORRIDOR <input type="checkbox"/></div> <div style="text-align: center;">CDU <input type="checkbox"/></div> </div>		
00:00	Cover breaks of Coordinator /Clinical support.		
	To arrange/create shift for specials for High risk/Pschy patients.		
00:00-0100	Ensure all lunch breaks are completed in a timely manner		
0200	Facilitate moves and support team to create capacity in ED.		
03:00	Dial in for conference call at 15:00.		
03:00 to 0400	Spot check sets of notes from any area, address non-compliance in accordance with policy :- <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">RESUS <input type="checkbox"/></div> <div style="text-align: center;">MAJORS <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">CORRIDOR <input type="checkbox"/></div> <div style="text-align: center;">CDU <input type="checkbox"/></div> </div>		
05:00	Cover breaks of Coordinator /Clinical support		
06:30 to 07:00	Site team, Consultant, NIC huddle Inclusive of mews score, plan, concerns, site perspective, beds etc. IR1 for shift if applicable Count in all Tympanics for the shift and check in register. Ensure CD Drugs are checked in RESUS, MAJORS, CDU & Minors.		