

GHH ED CLINICAL SUPPORT **DAY** CHECK LIST

DATE - Monday, 12 August 2019

| TIME | SAFETY/QUALITY ASSESSMENTS | COMPLETED BY | ACTIONS |
|----------------|--|--------------|---------|
| 0700 | Attend comprehensive nursing handover from coordinator of both shifts (Inclusive of mews score, plan, and concerns). | | |
| 07.05 | ALL thermometers to be returned. | | |
| 0830 to 10:00 | To attend medical handover in Doctors Office, support to Jr member of team, and update plans/issues of cubicle/corridor patients and escalated concerns. | | |
| 1000 to 11:00 | Spot check sets of notes from :- <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 10px;"> <div style="text-align: center;">RESUS <input type="checkbox"/></div> <div style="text-align: center;">CORRIDOR <input type="checkbox"/></div> <div style="text-align: center;">MAJORS <input type="checkbox"/></div> <div style="text-align: center;">CDU <input type="checkbox"/></div> </div> | | |
| 1200 | Cover breaks of Coordinator /Clinical support. | | |
| | To arrange/create shift for specials for High risk/Psych patients. | | |
| 1200-1300 | Ensure all lunch breaks are completed in a timely manner | | |
| 1400 | Facilitate moves and support team to create capacity in ED. | | |
| 15:00 | Dial in for conference call at 15:00. | | |
| 15:00 to 1600 | 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; margin-top: 10px;"> <div style="text-align: center;">RESUS <input type="checkbox"/></div> <div style="text-align: center;">CORRIDOR <input type="checkbox"/></div> <div style="text-align: center;">MAJORS <input type="checkbox"/></div> <div style="text-align: center;">CDU <input type="checkbox"/></div> </div> | | |
| 17:00 | Cover breaks of Coordinator /Clinical support | | |
| 17:30 to 19:00 | 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. | | |