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*New Staff Checklist*

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| ORIENTATION | * Offices: NUMs, ANUMs, and Educators * NIC Locations (Main Department + SSU) * Handover Stickers * Cubicle checks (O2, suction, stock baskets, cubicle equipment   checklist (You are responsible for your equipment) * Restock IV Trolleys * Philips Monitor (Practice using it + Admit your patients) * Defibrillator (Locations: Main department + SSU) * EDIS | EMR * Blood Order – Nurse Initiated * Medication Order – Nurse Initiated * Locate (clean utility room, store room, pan room) * PPE + Precaution equipment * ECG Printer * Hover Jack * Bladder Scanner and IDC Trolley |
| ADMISSIONS | * Handover Form (ISBAR) * IVC Documentation on EMR * Admission Notes OR 4 Hour Plan (ED Interim) on EMR * Modifiable Criteria documented on EMR (if applicable) * Latest set of obs documented on EMR prior to going to ward * Cubicle equipment returned back to your cubicle – ALS transfers * Patients clothing/belongings and Medications with the patient |
| DISCHARGES | * IVC removed * Complete discharge on the flow chart (time/date/destination) * Discharge paperwork to the Clerk * Patient removed from EDIS |
| DOCUMENTATION | * Flow Chart Completed * Observations (1/2 hourly if not seen by EDMO then 1hourly) * BOC Chart (as per above) * Patient Assessment (ABCDE) * Escalate obs out of normal ranges to EDMO + document * Resources: AIDH, AMH, Policies + Procedures |
|  | Escalate unstable patients to Nurse In Charge |
| AM SHIFT | 07:00 – 15:30   * Tea Break: 20mins (starting at 08:30) * Lunch Break: 30mins 13:30 (once handed over to PM staff * Hand in your Duress Alarms to PM staff * In-service 14:00 (weekdays) * Double staffing times (complete competencies) * Home time: Wait until DD’s are Checked + Correct |
| PM SHIFT | 13:00 – 21:30   * Tea Break: 20mins   (once AM staff come back between 14:00 – 14:45)   * Double staffing times * Dinner Breaks: 30mins (start 17:00) * Hand in your Duress Alarms to ND staff * Home time: Wait until DD’s are Checked + Correct |
| ND SHIFT **SUPERNUMERARY SHIFT** | 21:00 – 07:30   * Break: 1 hour (starts 01:00) * Hand in your Duress Alarms to AM staff * Home time: Wait for DD’s are Checked + Correct * Aim to work up min. 4 Patient * Understand Triage categories * IV Cannulation – Supervised attempt * Quick Link – Intranet, Microsite (UnitED), BEIMS, Global Imprest List |
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