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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
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| 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
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| DISCHARGES | * IVC removed
* Complete discharge on the flow chart (time/date/destination)
* Discharge paperwork to the Clerk
* Patient removed from EDIS
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| 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
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|  | 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
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| 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
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| 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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