

SOP Title	<b>ED TRACKER</b>		
SOP Number			
Version Number	1		
Effective Date	22/5/17	Review Date	12/6/17
Author	Stacey Cartwright		
Approved by	Gemma Berriman ? Caroline Smith ?		
Approval date			
Distribution	All ED Staff / Night Matrons / Matrons/ ALL Ward Sisters.		
Location	ED HRI / CRH		

Document Control				
Version	Date	Author	Status	Comments
1	31/05/17	Stacey Cartwright	In Review	Awaiting comments.

SOP Objectives	To provide support to the Nurse in charge within both departments.
Scope	
Performance Measures	
Related Documents	

No.	Action	Responsibility
1.	Book Porters via capacity management	ED Tracker.
2.	Request Beds across all specialities as required using "Transfer Location"	ED Tracker.
3.	Book bed on wards and give MRN number, and name to Nurse in charge. Chase beds of those that you have already given.	ED Tracker
4.	Act as a point of contact to ensure the doctors are seeing patients in a timely order as per the Tracking screen/ ED Launch point.	ED Tracker
5.	Chase the doctors when the patient is near the breach time of 4 hours.	ED Tracker Nurse in charge
6.	Chase the doctors for a plan at 2 and half hours.	ED Tracker Nurse in charge
7.	Update the communication bubble on launch point to allow multidisciplinary viewing.	ED Tracker
8.	Chase bloods results.	ED Tracker
9.	Answer the telephone and assist the Nurse in charge where needed.	ED Tracker
10.	Escalate to consultant in charge any delays.	ED Tracker
11.	Inform the Nurse in charge of shift when patients are near 2 and half hours with no plan or are near breach time of 4 hours.	
12.	Check the breaches and make sure all reasons are correct and all breaches as correct. Escalate to nurse in charge if they are wrong and get nurse in charge to change them.	

The Emergency Department Tracker is currently being trialled to assist with patient flow within the department. To support the Nurse in charge as listed above.

Please email me with your comments,