

SOP Title	Band 6 and 7 Nurse in Charge of Shift		
SOP Number			
Version Number	V1		
Effective Date	February 2019		
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Approval date			
Distribution			
Location	EMBeds		

Document Control				
Version	Date	Author	Status	Comments
V1	13 <sup>th</sup> February 2019	Alexandra Keaskin	draft	

SOP Objectives	To ensure that the fundamental daily checks are completed for a safe and effective Emergency Department.
Scope	
Performance Measures	Daily Must Dos Pharmacy and Lead nurse check of the CD's and CD book Safe staffing levels
Related Documents	Medicine Management Policy - CHFT NMC Code of Professional Conduct SOP for CD compliance for NIC Attendance Management policy

<b>Work Instruction – To ensure that the correct procedures are in place for the safe storage, administration and documentation of Controlled Drugs at each handover</b>		
<b>No</b>	<b>Action</b>	<b>Responsibility</b>
1	Check staffing levels for the next 48 hours. Ensure all outstanding shifts have been sent to bank and if there are outstanding shifts send a text message to staff. Escalate all unsafe staffing to Lead Nurse/Duty Matron	Nurse in Charge/Lead Nurse
2	Complete the shift to shift Controlled Drug book check to identify any anomalies. Any anomalies found speak to member of staff concerned and rectify immediately.	Nurse in Charge
3	Ensure all sickness has been recorded on the off duty and all outstanding return to work interviews completed	Nurse in Charge/Lead Nurse
4	Check NIC communication diary and complete any outstanding actions	Nurse in Charge
5	Ensure CDU and waiting area staffing boards have been completed	Nurse in Charge
6	Ensure resus checks have been completed	Nurse in Charge
7	Ensure central area checks have been completed	Nurse in Charge
8	Ensure downtime computer checklist has been completed	Nurse in Charge
9	Ensure all Fridge Temperatures are checked and recorded.	Nurse in Charge
10	Ensure all crash trollies have been checked every 24 hours	Nurse in Charge
11	Escalate to Lead nurse/ Matron by 09:30 if checks are not completed	Nurse In Charge
12	Ensure CEM book sit reps are completed 2hourly along with consultant board rounds	Nurse in Charge
13	Ensure staff breaks are taken in a timely manner.	Nurse in Charge
14	Deescalate and diffuse complaints within ED	Nurse in Charge
15	Ensure patient safety is maintained at all times and all issues with acuity are escalated to Matron in hours and duty/night matron out of hours.	Nurse in Charge

NIC-Nurse in Charge

