

SOP Title	Band 6 and 7 Nurse in Charge of Shift		
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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

Work Instruction – To ensure that the correct procedures are in place for the safe storage, administration and documentation of Controlled Drugs at each handover.

No.	Action	Responsibility
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 Safecare at the beginning and end of every shift.	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	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
5	Ensure waiting area staffing boards have been completed.	Nurse in charge
6	Ensure resus and central area checks have been completed.	Nurse in charge
7	Validate breeches at the end of shift.	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	Ensure Sit Reps are completed at the beginning / end of every shift.	Nurse in charge
12	Ensure staff breaks are taken in a timely manner.	Nurse in charge
13	Deescalate and diffuse complaints within ED.	Nurse in charge
14	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
15	Ensure regular board rounds are completed with the Consultant in charge in both green and red ED. Support team leaders in both green and red ED.	Nurse in charge
16	Nurse in charge to stream on a day shift. Work with the Consultant in charge to see and treat at front door where patients cannot be streamed out of dept.	Nurse in charge
17	Monitor YAS screens ensuring Yas are completing hand over in a timely manner.	Nurse in charge

