

SOP Title	Band 6 & 7 Nurse in Charge of Shift		
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Approved by			
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V1	17/03/2022	Jayne Robinson & Stacey Cartwright		

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 Safecare
Related Documents	Medicine Management Policy - CHFT NMC Code of Professional Conduct Attendance Management policy - CHFT

**Work Instruction** – To ensure that the fundamental daily checks are completed for a safe and effective Emergency Department.

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
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
4	Complete the daily 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 digital checklists have been completed – if unable to do so ensure this is clearly handed over to the next NIC for completion and datix submitted.	Nurse in Charge
7	Validate breaches 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 throughout the 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 Clinical Commander / Matron in hours and duty/night matron out of hours.	Nurse in Charge
15	Ensure regular board rounds are completed with the most senior Doctor on duty.	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
18	Daily Must Dos completed on non-clinical app	Nurse in Charge