

Documenting surges and response



- The Escalation plan corresponds to the **Daily Emergency Report**
- The use is documented in the middle column
- Appropriate comments for why it has occurred and the measures undertaken to de-escalate

BELMONT HOSPITAL DAILY EMERGENCY REPORT			
T/L Name RN per Shift			
T/L Name Snr Dr per shift			
<i>*Escalation: Speciality R/V pending > 30min, Bed requested - not allocated/ready, External transfer</i>			
TIM	DATE:	ESCAL	COMMENTS
1.00am		0	
2.00am		0	
3.00am		0	
4.00am		0	
5.00am		0	
6.00am		0	
7.00am	Huddle/Nursing H/O	0	
	Medical Handover TLs/RNs/Imaging/ASET		
8.00am	MO comments:		
	RN comments:		
9.00am		0	
10.00am		1	
11.00am	Whiteboard update	1	
12.00pm		2	
1.00pm	Whiteboard update Huddle/Nursing H/O	2	
2.00pm		1	
3.00pm	Medical Registrar H/O	0	
4.00pm			
5.00pm	Medical Handover TLs/RNs/Imaging/ASET		
	Whiteboard update		
6.00pm	MO comments:		
7.00pm			
8.00pm	Whiteboard update		
9.00pm			
	Huddle/Nursing H/O		
	Medical Handover TLs/RNs/Imaging/ASET		
10.00pm	MO comments:		
	RN comments:		
11.00pm			
12.00am	Whiteboard update		
PHYSICIAN ON TAKE:		SURGEON ON TAKE:	
TOC:		DELAY REASON: Note in comments at appropriate time with patient M/N.	

