The following is a list of resources that will be provided to an implementation site as part of the Nurse Delegated Emergency Care (NDEC) project coordinated by the Emergency Care Institute (ECI). The resources are listed under the 7 components that make up the ECI NDEC Suite and include *Implementation, Education, RN accreditation, Patient care, Auditing, Governance and Review /updates.*

| **Item** | **File type** | **Description** | **Version** | **Received** |
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| **Implementation** |
| Site specific *Project Plan* template | Word (template) | Document to guide all stages of project initiation. Forms a formal agreement between the project team and LHD Executive / Sponsor | 1.1 |  |
| *Project Timeline* template (standalone) | Word (template) | Taken from the project plan for quick access – outlines key milestones during project  | 1.0 |  |
| *Project Communications* template (standalone) | Word (template) | Taken from the project plan for quick access – outlines key stakeholders and related key messages for each group | 1.0 |  |
| Implementation team *Terms of Reference* template | Word (template) | Outlines ToR for an implementation team including scope of project  | 1.0 |  |
| Implementation team *Agenda* template | Word (template) | Implementation team agenda template | 1.0 |  |
| Implementation team *Minutes* template | Word (template) | Implementation team meeting minutes template | 1.0 |  |
| Implementation team *invitation letter* | Word (template) | Letter from LHD executive to prospective implementation team members | 1.0 |  |
| LHD NDEC *approval letter* template (Drugs & Therapeutics) | Word (template) | Form letter for submission to a LHD Drugs and Therapeutics committee to gain approval of NDEC and the medication Standing Orders | 1.0 |  |
| NDEC *Departmental Readiness* for Implementation Assessment Tool | Word (form) | Assessment form for the implementation team to complete to assess ‘readiness’ of the department for NDEC implementation. Items include auditing, RN education prerequisites  | 1.0 |  |
| Prerequisite education needs assessment | Excel (template) | Used to record the training and education that was needed to be completed by staff prior to commencing NDEC specific training | 1.0 |  |
| Implementation snap-shot Practice audit guidelines | Word | Instruction document outlining processes for snap-shot practice audit below | 1.1 |  |
| Snap-shot audit tool template | Excel (template) | Audit data collection tool for the pre-implementation snap-shot notes / practice audit of medical records. This file, once completed, is returned to the ECI for collation and tracking processes | 1.0 |  |
| Site specific audit tracking sheet for use with snap-shot audit tool | Word (form) | To be used with the snap-shot audit tool for tracking of specific patient medical records. It is not to be returned to the ECI. It is to be retained by the LHD in line with quality improvement projects and privacy legislation and policy. | 1.0 |  |
| Pre-implementation survey – staff | Word (form) & online | Staff survey to be completed prior to ‘go-live’. Available as a paper based form and online via *SurveyMonkey*  | 1.0 |  |
| Pre-implementation survey – patient / carer | Word (form) & online | Patient / carer survey to be completed prior to ‘go-live’. Available as a paper based form and online via *SurveyMonkey* | 1.0 |  |
| NDEC Resources summary | Word | This document. | 1.0 |  |
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| **Education** |
| NDEC Education Framework | PDF | Syllabus document for LHD education providers to coordinate the LHD NDEC education program | 1.0 |  |
| NDEC Skills Map | PDF | Can be used by an RN or LHD education provider to access existing education and assessment recourses to address any education needs as address in the prerequisite readiness assessment. The different aspects are related to the NDEC core nursing skills | 1.0 |  |
| NDEC RN e-Learning | e-Learning | 8 module e-Learning program providing comprehensive education on NDEC for prospective NDEC RNs |  |  |
| NDEC site specific RN education template | PowerPoint (template) | To be used by sites to provide site specific NDEC education related to how NDEC will function at the individual sites |  |  |
| Non-NDEC RN staff e-learning | e-Learning | Overview education session for hospital staff that are not NDEC accredited, but require an awareness level education of the model |  |  |
| Medical education / orientation | Word (template) | Education for medical staff (focus for locums / non-permanent medical staff) outlining NDEC at local ED and medical responsibilities. Includes an orientation checklist |  |  |
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| **RN Accreditation** |
| NDEC competency assessment matrix | PDF | Outlines the possible evidence sources to ensure RN NDEC accreditation is valid, reliable, fair and flexible. The methods of accreditation overtly endorsed through the NDEC Suite are highlighted. | 1.0 |  |
| NDEC matrix for ANMC & CENA standards | PDF | Maps the competency assessment components to the ANMC and CENA practice standards | 1.0 |  |
| NDEC Nursing Management Guidelines & Standing Orders competency assessment tool | PDF | Competency assessment tool for core ‘patient care’ aspects. | 1.0 |  |
| NDEC discharge procedures competency assessment tool | PDF | Competency assessment tool for the discharge procedures associated with NDEC | 1.0 |  |
| NDEC basic eye problems competency assessment tool | PDF | Competency assessment tool for eye problems management via NDEC | 1.0 |  |
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| **Patient Care** |
| NDEC inclusion decision tree | PDF / Poster | Triage area poster outlining RN decision tree for patient inclusion into NDEC |  |  |
| NDEC Nursing Management Guidelines | PDF (hard copy and electronic) | Guidelines that direct further patient inclusion and symptom management by the RN through NDEC | 1.0 |  |
| NDEC Medication Standing Orders | PDF (hard copy and electronic) | Directly link into the Nursing Management Guidelines and provide standing orders for various medications aimed at symptom relief | 1.1 |  |
| NDEC Resource Folder | Hard Copy | Complete patient care folder – contains full Guidelines and Standing Orders, associated guidelines, protocols and the like  |  |  |
| NDEC Medication Standing Orders for LHD Electronic endorsement | PDF (electronic) | The same document as the Medication Standing Orders, with the addition of electronic form completion capability allowing electronic signatures and endorsement for the LHD | 1.1 |  |
| ED Eye Emergencies Form (SMR 040.200) | PDF | State-wide form to record eye assessment and eye problem management (can also be ordered as a state-wide form) |  |  |
| NDEC Discharge checklist | PDF | Checklist to ensure patient is safe to be discharge post receiving NDEC management (will form part of the discharge documentation) |  |  |
| NDEC Electronic Discharge letter (template) | PDF (electronic form) | Electronic template that can be completed by the NDEC RN as a discharge letter, providing communication link, and continuity of care to the GP (forms part of the patient medical record) |  |  |
| NDEC Follow-Up call log | PDF | Log for recording follow-up phone call procedures (It is to be retained by the LHD in line with quality improvement projects and privacy legislation and policy |  |  |
| ECI NDEC Emergency Waiting Room poster | Hard copy (& .pdf) | Poster to promote NDEC model within the ED waiting room – aimed at patient population |  |  |
| ECI NDEC Patient Information Flyer | Hard copy | Patient handout explaining NDEC and also reinforces processes related to discharge and follow-up |  |  |
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| **Auditing** |
| On-going snap-shot practice audit guidelines | Word | Instruction document outlining processes for on-going quality improvement practice audit below |  |  |
| On-going quality audit tool template | Excel (template) | Quality improvement audit data collection tool for the on-going review evaluation of NDEC practice and compliance. It is an audit of medical records. Results will be fed back to the ECI  |  |  |
| Site specific audit tracking sheet for use with on-going audit tool | Word (form) | To be used with the on-going quality audit tool for tracking of specific patient medical records. It is not to be returned to the ECI. It is to be retained by the LHD in line with quality improvement projects and privacy legislation and policy. |  |  |
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| **Governance** |
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| **Review & Updates** |
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