

Triage RN Standard Work

PPE Required: Surgical Mask, Eye Protection (Glasses or Face Shield), and Gloves.

Use Hand Sanitizer before and after each patient.

Patient Enters through ED Doors:

Triage RN asks patient for their name, DOB, symptoms and duration of symptoms.

Triage RN documents the top half of the purple sheet, see Red Binder #1 for required documentation. The tech will take vitals while the Triage RN is documenting.

↳ If patient is short of breath, coughing or has a fever = *provide them a mask.*

If the Triage RN determines that the patient passes the COVID-19 required screening, *provide the patient a white screening sticker with surge written on it* (so everyone knows they have already been screened).

Hand the Tech/Runner the completed purple documentation sheet and they will take the patient over to the surge area through MPR 3 as long as there are open beds in the surge area.

↳ If the surge area is at capacity, fill out the Patient Overflow Tracker (**#6 Red Binder**). Take down the patient's name, time of arrival, cell phone number and instruct them to wait in their car until there is a spot available.

↳ Once there is a chair available in the surge area, call the next person on the Patient Overflow Tracker, and document the time they come back in (**#6 Red Binder**)

If the patient is unstable and has COVID-19 symptoms, provide them a mask and place them in the chair under the ED Registration window -

↳ Immediately alert the Expeditor and they will find the patient a clean room in the ED. Once the patient is taken back to the ED, disinfect the chair with sani-wipes.

Contact the Expeditor with any questions.

Clinic RN Standard Work

PPE Required: N-95 Mask, Eye Protection (Glasses or Face Shield), Gloves, and Gown. All PPE except for gloves (see below) may remain in place while the RN is in the surge area (clinic to the waiting room) if staff leave this area for any reason then PPE must be removed and replaced once they return to the Surge area.

Gloves should be changed between patients and Hand Sanitizer used before and after each patient.

Upon Opening the ED Surge Area:

Move the supply cart out of the middle of the room and place where convenient to staff

Log into portable computers, orient self to room, introduce self to runners and Physician staff (review game plan for day)

Tasks which can be performed in Surge Area:

Patients in this area should be in and out in a timely manner. They can have a chest X-Ray or CoVid nasal swabs done. The only medication that should be given in this area is Tylenol if needed.

Chest X-Ray – Should not be done in the surge area often. Call X-Ray and they will bring over the portable machine and it will need to be draped and cleaned after each use.

Medications – Pharmacy has made up bags with Tylenol (liquid and pill form) – if a patient has a dose ordered, complete the medication charging form. If the Tylenol box gets depleted notify Pharmacy. They will bring a new bag to MPR 4 and place in it the Pharmacy clean box. Place Charge form in folder.

Nasal swabs – Reminder that only 1 total swab is needed for both Influenza testing and CoVid testing. Once the specimen is obtained place in biohazard bag, put in lab bucket in MPR 4 and call the lab - they will come pick up the specimen.

Patient is waiting in Car:

Alert Tech/Runner when there is a space available for the next patient.

Text/call patient and let them know they may come in. Pt. should be escorted to MPR 3 with Tech/Runner and placed in surge treatment area.

Use purple sheet to complete triage assessment (pt will have)

Complete triage assessment in Meditech.

Complete quick access or focused assessment in Meditech.

Obtain a complete set of vitals.

↳ Place purple sheet in basket.

Complete other duties as assigned per physician's orders.

↳ Medications, Swabs, Etc.

Discharge patient and instruct patient to leave out door in MPR 3. They should turn to the right and exit that door. Follow signs to exit.

Contact the Expeditor with any questions.

Patient is Discharged Home:

Print the MD Discharge instructions.

Also give patient a copy of the sheet: What to do if you have confirmed or suspected Coronavirus Disease (COVID-19)

Have the patient exit the doors – bring pt. through MPR 3 once in hallway by lab turn to the right and have pt. exit doors to the courtyard area. Follow the signs as needed.

Place a patient sticker on the form COVID-19 Tracking Sheet. This will need to be turned in to management when the surge area closes.

Call back the next patient to keep 6-7 patients in the surge area at all times.