

EMERGENCY DEPARTMENT – QUEEN’S HOSPITAL 13.06.16

ACTION LOG FOR MATTERS ARISING FROM HEALTHWATCH ENTER AND VIEW INSPECTIONS

Meeting Date	Item No.	Action	Lead	Target closure date	Current position	Status
16/08/16	4.2	Communicate the importance of informing all patients of the next step of their journey within the ED including expected waiting time.	L.Maouhoub	15/09/16	Continuing to remind staff to ensure they inform patients at every part of their journey, waiting rooms screens are updated every 2 hours and redirection has commenced	Closed
16/08/16	4.3	Remove notice board in A&E which is out of date and replace with up to date information	L. Maouhoub	22/08/16	Completed	Closed
16/08/16	4.4	The ward to display the ward plan and door numbers to help with identifying the location should there be a fire	CN Szarek	22/08/16	Completed	Closed
16/08/16	4.4	The ward to train at least 3 Fire Marshalls	CN Szarek	22/08/16	Completed	Closed
16/08/16	4.5	Fire location training for all staff in ERU	CN Szarek	31/09/16	Completed	Closed
16/08/16	4.5	All staff in ERU to be re-trained on Fire Safety	CN Szarek	31/09/16	Completed	Closed