

Emergency Departments administration Emergency Departmental Review Form

Hospital Name: _____

Reviewer #1 : _____

City : _____

Reviewer #2 : _____

Emergency Design	Measures	Number							
	Annual Visit								
	Bed Number			No. of Resuscitation Beds: _____					
	Total ED Space (m ²)			<input type="checkbox"/> Available <input type="checkbox"/> Not Available					
	Waiting Area			<input type="checkbox"/> Available <input type="checkbox"/> Not Available					
	Parking Area			<input type="checkbox"/> Available <input type="checkbox"/> Not Available					
	Triage Acuity (CTAS)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	#	%					
					<input type="checkbox"/> Available <input type="checkbox"/> Not Available				
					<input type="checkbox"/> Available <input type="checkbox"/> Not Available				
				<input type="checkbox"/> Available <input type="checkbox"/> Not Available					
				<input type="checkbox"/> Available <input type="checkbox"/> Not Available					
Data Availability			<input type="checkbox"/> YES <input type="checkbox"/> NO						
Indicator	Total			Total Number	Total No. of Staff per Shift	Total No. of Shift per Month			
Manpower (Full Time)	Physician	Consultant							
		Specialist/Registrar							
		Resident							
	Nurse								
	EMS								
	Social Worker								
	Administrative (Chairman)								
	Coordinator								
	Secretary								
	Security								
Training of Staff		No.	Experience		Courses	Yes	No	Status (Valid or Not Valid)	
			>3yrs	<3yrs					
	Emergency Physicians				BLS				
					ACLS				
					ATLS				
	Non-Emergency Physicians				BLS				
					ACLS				
					ATLS				
	Nurses				BLS				
					ACLS				
Source of emergency Training	<input type="checkbox"/> Local <input type="checkbox"/> International								
Education Activity (CME)	<input type="checkbox"/> Available <input type="checkbox"/> Not Available Frequency: _____ / month								
Leadership	Department Chairman					<input type="checkbox"/> YES <input type="checkbox"/> NO			
	Department has Administrative System & Exist in Organizational Chart					<input type="checkbox"/> YES <input type="checkbox"/> NO			

Emergency Departments administration

Medications in Emergency Department					
Adenosine	<input type="checkbox"/>	Epinephrine prefilled	<input type="checkbox"/>	Kayexalate	<input type="checkbox"/>
B2 agonist	<input type="checkbox"/>	Epinephrine racemic	<input type="checkbox"/>	Ketamine	<input type="checkbox"/>
Alprostadil	<input type="checkbox"/>	Etomidate	<input type="checkbox"/>	T Toxoid	<input type="checkbox"/>
Amiodarone	<input type="checkbox"/>	Fentanyl	<input type="checkbox"/>	Lidocaine (Gel, infiltrative solution, salt)	<input type="checkbox"/>
Antivenin	<input type="checkbox"/>	Flamazine	<input type="checkbox"/>	Lorazepam	<input type="checkbox"/>
Atropine prefilled	<input type="checkbox"/>	Flumazenil	<input type="checkbox"/>	Magnesium Sulfate	<input type="checkbox"/>
Bicarbonate, sodium	<input type="checkbox"/>	Fosphenytoin	<input type="checkbox"/>	Mannitol	<input type="checkbox"/>
Calcium chloride	<input type="checkbox"/>	Furosemide	<input type="checkbox"/>	Methyprednisolone	<input type="checkbox"/>
Activated Charcoal	<input type="checkbox"/>	Glucagon	<input type="checkbox"/>	Midazolam	<input type="checkbox"/>
Dexamethasone	<input type="checkbox"/>	Glucose	<input type="checkbox"/>	Milrinone	<input type="checkbox"/>
Diazepam	<input type="checkbox"/>	Haloperidol	<input type="checkbox"/>	Morphine Sulphate	<input type="checkbox"/>
Diphenhydramine	<input type="checkbox"/>	Hydrocortisone	<input type="checkbox"/>	Naloxone	<input type="checkbox"/>
Dobutamine	<input type="checkbox"/>	Insulin	<input type="checkbox"/>	Nitroprusside	<input type="checkbox"/>
Dopamine	<input type="checkbox"/>	Ipratropium	<input type="checkbox"/>	Norepinephrine	<input type="checkbox"/>
Antibiotic in ED	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Equipment in Emergency Department		
Central Station monitoring capability	<input type="checkbox"/>	Weight scales (adult and infant)
Physiological monitors	<input type="checkbox"/>	Tape measure
Blood flow detectors	<input type="checkbox"/>	Ear irrigation and cerumen removal equipment
Defibrillator with monitor and battery	<input type="checkbox"/>	Vascular Doppler
Thermometers	<input type="checkbox"/>	Anoscope
Pulse oximetry	<input type="checkbox"/>	Adult and Pediatric crash cart
Nurse-call system for patient use	<input type="checkbox"/>	Suture or minor surgical procedure sets (generic)
Portable suction regulator	<input type="checkbox"/>	Portable sonogram equipment
Infusion pumps to include blood pumps	<input type="checkbox"/>	ECG machine
IV poles	<input type="checkbox"/>	Point-of-care testing (eg. Rapid strep, Hemocult, Urine dip)
Portable oxygen tanks	<input type="checkbox"/>	Chart rack
Blood/fluid warmer and tubing	<input type="checkbox"/>	Computer system
Nasogastric suction supplies	<input type="checkbox"/>	Internet capabilities
Nebulizer	<input type="checkbox"/>	Patient tracking system
Blanket warmer	<input type="checkbox"/>	Lumbar puncture sets (adult and pediatric)
Intraosseous needles.	<input type="checkbox"/>	Patient registration system/Information services
Tonometer	<input type="checkbox"/>	X-ray view box and hot light
Slit lamp	<input type="checkbox"/>	Patient discharge instruction system
Wheelchairs	<input type="checkbox"/>	Linen (pillows, towels, wash cloths, gowns, blankets)
Patient belongings or clothing bag	<input type="checkbox"/>	Equipment for adequate housekeeping
Bag-valve-mask respiratory and adult and pediatric size mask		<input type="checkbox"/>
Gastric lavage supplies, including large-lumen tubes and bite blocks		<input type="checkbox"/>
Radio or other device for communication with ambulances		<input type="checkbox"/>
Urinary catheters, including straight catheters, Foley catheters, Coude catheters, filiforms and followers, and appropriate collection equipment		<input type="checkbox"/>
Intradepartmental staff communication system: pagers, mobile phones		<input type="checkbox"/>
ED charting system for physician, nursing, and attending physician documentation equipment		<input type="checkbox"/>
Reference materials including toxicology resource information		<input type="checkbox"/>
Personal protective equipment: gloves, eye goggles, face mask, gowns, head and foot covers including N95 mask		<input type="checkbox"/>
Medication dispensing system with locking capabilities Pyxis system is good example		<input type="checkbox"/>
Separately wrapped instruments (specifics will vary by department)		<input type="checkbox"/>
Security needs, including restraints and wand-type		<input type="checkbox"/>
Availability of light microscopy for emergency procedures		<input type="checkbox"/>

Emergency Departments administration

Equipment in Emergency Department (General Examination Rooms)			
Step stool	<input type="checkbox"/>	Wall-mounted or portable otoscope/ophthalmoscope	<input type="checkbox"/>
Chair/stool for emergency staff	<input type="checkbox"/>	Sphygmomanometer/stethoscope	<input type="checkbox"/>
Seating for family members or visitors	<input type="checkbox"/>	Oral and nasal airways	<input type="checkbox"/>
Cabinets	<input type="checkbox"/>	Televisions in waiting areas	<input type="checkbox"/>
Reading material for patients	<input type="checkbox"/>	Biohazard-disposal receptacles, including for sharps	<input type="checkbox"/>
Garbage receptacles for non-contaminated materials			<input type="checkbox"/>
Adequate lighting, including procedure lights as indicated			<input type="checkbox"/>
Wall-mounted suction capability, including both tracheal cannulas and larger cannulas			<input type="checkbox"/>
Adequate sinks for hand-washing, including dispensers for germicidal soap and paper towels			<input type="checkbox"/>
Wall-mounted oxygen supplies and equipment, including nasal cannulas, face masks, and venturi masks.			<input type="checkbox"/>

Equipment in Emergency Department (Resuscitation Rooms)			
Adult and Pediatric "code cart" to include appropriate medication charts			<input type="checkbox"/>
Capability for direct communication with nursing station, preferably hands free			<input type="checkbox"/>
Bag-valve-mask respirator (adult, pediatric, and infant)			<input type="checkbox"/>
Emergency thoracotomy instruments and supplies at least 2			<input type="checkbox"/>
IV catheters, sets, tubing, poles 14,16 are mandatory for adult patients in case			<input type="checkbox"/>
Monitor/defibrillator with pediatric paddles, internal paddles, appropriate pads, and other supplies			<input type="checkbox"/>
Transvenous and/or transthoracic pacemaker setup and supplies			<input type="checkbox"/>
Central venous pressure monitoring equipment			<input type="checkbox"/>
Tracheostomy instrument and supplies	<input type="checkbox"/>	Central venous catheter setups/kits	<input type="checkbox"/>
Breathing BiPAP Ventilation System	<input type="checkbox"/>	Automatic physiological monitor, noninvasive	<input type="checkbox"/>
Closed-chest drainage device	<input type="checkbox"/>	Radiography equipment	<input type="checkbox"/>
Chest tube instruments and supplies	<input type="checkbox"/>	Airways needs	<input type="checkbox"/>
End-tidal CO2 monitor18	<input type="checkbox"/>	Oral and nasal airways	<input type="checkbox"/>
Nebulizer	<input type="checkbox"/>	Cutdown instruments and supplies	<input type="checkbox"/>
Peak flow meter	<input type="checkbox"/>	Intraosseous needles	<input type="checkbox"/>
Pulse oximetry	<input type="checkbox"/>	Pericardiocentesis instruments	<input type="checkbox"/>
Ventilator	<input type="checkbox"/>	Temporary external pacemaker	<input type="checkbox"/>
Blood/fluid infusion pumps and tubing	<input type="checkbox"/>	Cardiac compression board	<input type="checkbox"/>
Blood/fluid warmers	<input type="checkbox"/>	12-Lead ECG machine	<input type="checkbox"/>

Equipment in Emergency Department (Trauma and Miscellaneous Resuscitation)			
Blood salvage/autotransfusion device			<input type="checkbox"/>
Emergency obstetric instruments and supplies			<input type="checkbox"/>
Hypothermia thermometer			<input type="checkbox"/>
Infant warming equipment			<input type="checkbox"/>
Peritoneal lavage instruments and supplies			<input type="checkbox"/>
Spine stabilization equipment to include cervical collars, short and long boards			<input type="checkbox"/>
Warming/cooling blanket			<input type="checkbox"/>

Equipment in Emergency Department (Other Special Rooms)			
Orthopedic	<input type="checkbox"/>	Cast and splint application supplies and equipment)	<input type="checkbox"/>
Cast cutter	<input type="checkbox"/>	Halo traction or Gardner-Wells/Trippe-Wells traction	<input type="checkbox"/>
Cast spreader	<input type="checkbox"/>	Ear irrigation and cerumen removal equipment	<input type="checkbox"/>
Crutches	<input type="checkbox"/>	Vascular Doppler	<input type="checkbox"/>
Suture instrument and supplies	<input type="checkbox"/>	Traction equipment, including hanging weights	<input type="checkbox"/>
Extremity-splinting devices including traction splinting and fixation pins/wires and corresponding instruments and supplies			<input type="checkbox"/>

Emergency Departments administration

Equipment in Emergency Department (Eye/ENT)			
Ophthalmic tonometry device	<input type="checkbox"/>	Frazier suction tips	<input type="checkbox"/>
Slit lamp	<input type="checkbox"/>	Headlight	<input type="checkbox"/>
Plastic suture instruments and supplies	<input type="checkbox"/>	Laryngoscopic mirror	<input type="checkbox"/>
Ear irrigation and cerumen removal equipment			<input type="checkbox"/>
Epistaxis instrument and supplies, including balloon posterior packs			<input type="checkbox"/>
Other ophthalmic supplies as indicated, including eye spud, rust ring remover, cobalt blue light			<input type="checkbox"/>

Equipment in Emergency Department (OB-GYN)			
Fetal Doppler and ultrasound equipment			<input type="checkbox"/>
Obstetrics/Gynecology examination light			<input type="checkbox"/>
Vaginal specula in pediatric through adult sizes			<input type="checkbox"/>
Sexual assault evidence-collection kits (as appropriate)			<input type="checkbox"/>
Suture material			<input type="checkbox"/>
Miscellaneous			<input type="checkbox"/>
Nitrous Oxide equipment			<input type="checkbox"/>

Process				Major Deficiencies	
Process					
1. Input	Triage System	Yes	No		
	Acuity	High	Low		
	ED Sheet	Adequate	Inadequate		
	Flow Sheet				
2. Throughput	Door to Doctor Time				
	Length of Stay				
	Point of Care Testing			<input type="checkbox"/> Available <input type="checkbox"/> Not Available	
3. Output	Length of Stay in ED				
	Inter Facility Transfer Process			<input type="checkbox"/> Easy <input type="checkbox"/> Difficult	
4. Discharge	Plan	clear	deficient	Handouts for patient	
				<input type="checkbox"/> Given <input type="checkbox"/> Not Given	
5. Admission	Length of Stay after Admission Order			<input type="checkbox"/> Boarding <input type="checkbox"/> No Boarding	
	Bed Availability Problems			<input type="checkbox"/> Present <input type="checkbox"/> Not Present	
	Barriers				

Emergency Departments administration

6. Imaging & Laboratory	Turn Around Time		
	Critical Sample Reporting		
	Quality & Efficiency		
	24 hours access to Radiology	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	24 hours access to Laboratory	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	CT Available	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Issues: _____		
7. Quality	M & M Cases Analyzed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Death Reports Available	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Projects based on department needs	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	CME Activity	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
	Frequency of CMEs: _____		
	CBAHI Standards:		
	1. The Department Head is a qualified Physician.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
	2. A qualified emergency physician with an experience of at least 2 years is present at each shift	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
	3. All Emergency Physicians are certified in BCLS, ACLS, ATLS, PALS, and NALS.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
	4. The Nurse Manager of the ER is a registered nurse, qualified by experience and education.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
	5. All Nursing staff working in ER is certified in BCLS and preferably ACLS, PALS and NRP.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
	6. The Unit has an established policy on how to triage patients and prioritize their needs.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
	7. The medical staff has a staffing plan based on patient volume and acuity.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
	8. The nursing staff has a staffing plan based on patient volume and acuity.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
	9. Both department head and the nurse manager write the policies and procedures on how to provide the clinical care in the unit with collaboration with other department head as appropriate and are not limited to:	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
	➤ Management of medico-legal cases;	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
	➤ Management of trauma	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
	➤ Patient who leave against medical advice	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
	➤ Care of patients not competent to care for themselves.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
	➤ Patients who leave without being seen.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
	➤ Protocols for some important and common emergencies: Asthma, Chest Pain, Coma, Stroke, Tetanus, etc.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
	10. There is an emergency assessment sheet/form that is documented for every patient presenting for care in the emergency rooms.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
	11. At every visit of the patient his prior records are readily available to the emergency physicians.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
	12. There is a system to obtain an emergency CAT scan for trauma cases within 30 minutes.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
	13. There is a system to provide the ER staff with the lab results within one hour for urgent cases and within 30 minutes for critical cases.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met

Emergency Departments administration

7. Quality	CBAHI Standards:	
	14. There is an established policy on how to call consultants for opinion.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
	15. On call rotas for all specialties are available and posted in the Emergency Room.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
	16. The specialist responds to call within 30 minutes.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
	17. Resuscitation/trauma rooms have adequate space to perform resuscitation.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
	18. The emergency room has necessary equipment for resuscitation/trauma patients.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
	19. The emergency room has all required necessary equipment.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
	20. There is at least one ER physician physically present in the ER 24 hours/day.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
	21. All X-rays ordered are read within 24 hours by the Radiologist.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
	22. All ECGs ordered are read by the Cardiologist (or Internist) within 24 hours.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
	23. There is a written policy by health care professions to identify the various roles of the health care team in regards on how to transfer patients in case the hospital cannot adequately provide the care needed.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
	24. Medical bags in the ER are updated and checked daily and after each use.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
25. Ambulances are checked daily with complete equipment.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	
Process	Major Deficiencies	Areas to improve
8. Safety		
9. Infection Control		
10. Logistics	ICU	
	OR	
	Radiology	
	Surgery	
	General Pediatrics	
	Orthopedics	
	Cardiac	
	Plastic	
	NICU	
	Other Specialty: _____	
11. Disaster Preparedness	Equipment Availability	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Plan for Disaster	<input type="checkbox"/> Yes <input type="checkbox"/> No

Plan for improvement

Emergency Departments administration

Level of ED	
Level of hospital	
Level of health directory	
Level of ministry	