

ED Signout briefing checklist

Date and time: _____

Team

PED

Green

Purple

Gold

Hi everyone, my name is _____ and I am your checklist leader today

Let's start with team introductions:

After introductions, safety check-list leader will ask the following questions:

1. Are there any staffing shortages for the coming shift?
2. During the past shift, has there been any issues with admissions to floor or ICU?
3. During the past shift, was there any safety concerns/issues? If so, how was it addressed?
4. Do we know of any equipment or systems issues affecting our care today?
5. Anyone today in a new role or a first shift?
6. Any patients with pain score of 4 or more? If so, what is the pain plan?
7. Any patient who has been waiting longer than two hours to be seen?
(the goal is to at least greet them and let them know we are aware of their wait)

Y	N
Y	N
Y	N
Y	N
Y	N
Y	N
Y	N

Now let's do team sign-out: (SOUND neumonic)

Subjective - Objective - Upcoming tasks - Nursing input - Diagnostic plan

After sign out:

1. Who is the sickest patient from this sign-out?
2. Which patient can we safely move out of a room if we need rooms?
3. Any cases of confirmed or suspected sepsis? Any patients at risk for decompensation?
4. Safety reminder for the day