COMMUNITY BASED ASSESSMENT CENTRE – POSITION OVERVIEW

CBAC Nursing Shift Leader

**Reports to:**

* CBAC Nursing Leader, Clinical Leader or GP Shift Leader

**Responsible for:**

* Familiarising self with orientation manual and daily clinical updates
* Oversight of patient flow into the CBAC
* Identify patients who are clearly unwell and assigning nursing initial assessment
* Identify patients who may be suitable for “fast tracking” through the system – this will depend on patient volumes and available RN experience
* Delegate as appropriate a RN for fast tracking of suitable patients
* Overseeing correct documentation with initial assessments
* Overseeing waiting times for patients in cubicles
* Provide assistance with prioritisation of patients
* Being available to advise and support RNs/HCAs in all assessment/treatment areas as required
* Ensuring all staff are working within the recommended infection control guidelines
* Ensuring cleaning procedures are carried out each shift as per cleaning guidelines

**Duration of Shift**

* Report to Nurse Leader, Clinical Leader or GP Shift Leader
* Identify self to floor staff including Reception staff
* Update self on relevant shift reports and relevant clinical updates *(Clinical Leaders manual currently be developed))*
* Check with Reception staff for appointments book for shift
* Monitor CBAC patient flow
* Regularly survey patients in waiting room and as appropriate identify Priority 1 or “fast-tracking” patients and direct as appropriate
* Regularly check patient flow board and waiting times for GP care
* Support RNs/HCAs with initial assessments and ongoing review of patients waiting for GP care
* Ensure maintenance and adherence to infection control procedures by all CBAC staff allocated to the assessment and treatment areas.
* Ensure cleaning procedures are carried out as per cleaning guidelines, with first shift of the day doing full clean of all desks, chairs and equipment trolleys, plus once per shift
* Ensure CBAC nursing staff take regular breaks.

**Shift change**

* Provide shift changeover report.
* Forward any incident reports to CBAC Nursing and Clinical Leaders