COMMUNITY BASED ASSESSMENT CENTRE – POSITION CHECKLIST

Registered Nurse

**Reports to:**

* CBAC Nursing Leader
* CBAC Nursing Shift Leader

**Responsible for:**

* Familarising self with daily clinical updates (as per notice board)
* Assessing patients by doing baselines recording and observations as per nursing assessment guidelines
* Ensuring documentation is accurate on the clinical record and patient confidentially is maintained.
* Identifying priority 1 and priority 2 patients and patients who may be fast tracked through the system
* Preparing as appropriate any patient testing e.g. swabbing per protocols
* Providing as appropriate for each patient education re managing in the home for flu related symptoms
* Initiating appropriate medical certification –
  + Isolation certificate for all flu patients
  + Medical certificate
* Assisting medical practitioners with assessment and treatment for priority 1 patients as required
* Ensuring ongoing responsibility for patient’s safety through provision of all care within the CBAC
* Providing appropriate supervision and assistance, depending on the skill and experience of Health Care Assistants in assessment areas

**Duration of shift**

* Report to the Nursing Leader/Nursing Shift Leader
* If commencing first shift report to the CBAC Leader for orientation
* Select patients for assessing according to either priority upon arrival or as directed by Nursing Shift Leader
* Assess patient as per nursing assessment and observation guidelines
* Identify patient priority as 1, 2 or fast tracking as per CBAC triage flow chart *(still to be completed)*
* Ensure relevant clinical documentation is completed
* Reassess patients according to clinical observations and wait times
* Ensure maintenance and adherence to infection control procedures for all clinical CBAC staff within the assessment and treatment areas.
* Check assessment and treatment areas supplies prior to shift changeover and advise CBAC Manager of stocks required.
* Ensure assessment and treatment areas are cleaned and restocked.
* Complete CBAC daily check list