**Chapter B2 – Accident and Emergency Services**

1. **Basic Information**

|  |  |
| --- | --- |
| Location |       |
| Scope of Service |       |
| Operating hours |       |
| Number of resuscitation bay(s) |       |
| Number of consultation room(s) |       |
| Number of treatment room(s) |       |
| Number of observation bed(s) |       |
| Nature of A&E cases served | Acute / Non-acute / Traumatic / Non-traumatic \*  |
| Age limit of patients |       |

*\* delete as appropriate*

Please indicate whether the following anaesthetic procedures will be provided:

|  |  |
| --- | --- |
| **Anaesthetic procedures** | **If yes, please indicate location** |
| General anaesthesia Yes [ ]  No [ ]  |       |
| Major regional anaesthesia Yes [ ]  No [ ]  |       |
| Deep sedation Yes [ ]  No [ ]  |       |

1. **Medical Practitioner-in-charge**

|  |  |
| --- | --- |
| Name in English |       |
| Name in Chinese |       |
| Post Title |       |
| Qualifications |       |

1. **Nurse-in-charge**

|  |  |
| --- | --- |
| Name in English |       |
| Name in Chinese |       |
| Post Title |       |
| Qualifications |       |

1. **Staffing**
	1. Manpower\* (including the Nurse-in-charge)

|  | **Rank** | **No.** |
| --- | --- | --- |
| Resident medical practitioner (Specialist in Emergency Medicine) |       |       |
|  |       |       |
| Resident medical practitioner (Other Specialists) |       |       |
| Nurse |       |       |
|  |       |       |
|  |       |       |
| Others | Radiographer |       |
|  |       |       |
|  |       |       |
|  |       |       |

*\* “Proposed manpower” for new hospital*

* 1. Other requirements

|  |  |
| --- | --- |
| 1. Staff who have received training relevant to the operation of this service / specialty are assigned to provide care and support to the patient
 | Choose an item. |
| 1. There is at least a specialist in emergency medicine on duty at all times to provide A&E services
 | Choose an item. |
| 1. A registered nurse who has been trained in the emergency nursing is available at all times as the duty nurse-in-charge to supervise nursing care of the service
 | Choose an item. |
| 1. There is a policy to mobilise additional staff to attend to emergency situations
 | Choose an item. |
| 1. There is an up-to-date roster of specialists who are readily available to render consultation service and necessary assistance
 | Choose an item. |
| 1. Where appropriate, there is a combination of medical practitioners and nurses who hold valid certificates in Advanced Trauma Life Support (ATLS), Advanced Cardiac Life Support (ACLS), Trauma Nursing Care Course (TNCC) and Paediatrics Advanced Life Support (PALS)
 | Choose an item. |
| 1. There is an on-going review of staffing levels and skills, facilities and equipment required for the operation of the emergency services
 | Choose an item. |
| 1. Drills on emergency care are conducted at regular intervals across various disciplines in the hospital to ensure staff preparedness and competence in dealing with emergency patients
 | Choose an item. |

1. **Physical Conditions**

|  |  |
| --- | --- |
| 1. The design, facilities, fixtures and fittings of the A&E services are able to cope with all services it provides and offer patients and staff a comfortable and safe environment
 | Choose an item. |
| 1. There are adequate facilities and equipment for consultation, resuscitation, acute treatment, minor operation, monitoring, etc. within the A&E services
 | Choose an item. |
| 1. Clear signage about the patient pathway, facilities and services are available
 | Choose an item. |
| 1. An emergency call system is available to call for assistance
 | Choose an item. |
| 1. There is a designated area, which is appropriately designed and ventilated, for managing suspected or probable patients with airborne infectious disease(s) to ensure a safe environment of care for patients and staff
 | Choose an item. |

1. **Critical or Major Equipment**
	1. Equipment list *(e.g. Defibrillator, portable equipment for advanced life support)*

| **Type of equipment** | **Quantity** | **Schedule of maintenance as per the manufacturer’s recommendation** | **Date of last service / maintenance#** |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

*# Not applicable for new hospital*

* 1. Other requirements

|  |  |
| --- | --- |
| 1. Mechanism is in place to ensure that the oxygen and suction equipment, emergency electricity supply, etc. are functioning
 | Choose an item. |
| 1. Blood storage facilities are in close proximity to the emergency services.

Please specify the location:      | Choose an item. |
| 1. The blood bank of the hospital keeps an adequate stock of blood of common blood types and blood derivatives to cope with contingency
 | Choose an item. |
| 1. All equipment is installed, operated, maintained and calibrated according to manufacturer’s recommendation
 | Choose an item. |
| 1. There are operating manuals and procedures for use of equipment
 | Choose an item. |
| 1. There are procedures and schedules for cleaning, disinfection and decontamination of equipment
 | Choose an item. |
| 1. Staff using medical equipment have completed training in the safe and proper use of the equipment
 | Choose an item. |
| 1. There is preventive maintenance schedule established for all critical or major equipment
 | Choose an item. |

1. **Service Delivery and Care Process**

|  |  |
| --- | --- |
| 1. There are policies and procedures guiding admission to the emergency services, appropriate referral or transfer of patient to another unit of the hospital or another institution and discharge of patient
 | Choose an item. |
| 1. Triage system is available for assessment and treatment of patients
 | Choose an item. |
| 1. Operation and contingency plans on emergency care are available
 | Choose an item. |
| 1. All patients are informed about their rights in a manner they can understand. Emergency patients and families receive adequate information about the patients’ condition, proposed treatment(s), and specialists involved so that they can make appropriate decisions. Informed consent is obtained before surgery, anaesthesia, use of blood and blood products, and other high-risk treatments and procedures
 | Choose an item. |
| 1. Staff is available to answer patient or his / her family's enquiry about the expected charges for the use of emergency services or facilities with respect to investigation and treatment procedures, medical supplies and any other charges that are to be levied
 | Choose an item. |
| 1. Where a patient’s condition warrants care or treatment in another institution, the hospital makes appropriate transport arrangement through a well-managed process that ensures patient safety. Hospital has established effective communication and collaboration with Fire Services Department or other emergency ambulance services for transportation of patients to or from the A&E services of the hospital.
 | Choose an item. |
| 1. There are written policies and procedures regarding the handling of major incidents and disaster management. Relevant hospital staff are trained to familiarise themselves with the policies and procedures at regular intervals
 | Choose an item. |
| 1. If the service is operated by a separate entity in the hospital, mechanism exists to monitor the quality of services provided by the entity
 | Choose an item. |