



TRIAGE PROCESS TIME AUDIT

To be completed by an observer for a minimum of 1 hour in May and November.

Date: _____ Time – From: _____ To: _____

Completed by: _____

Facility: _____

Observations:	Frequency: Count		Comments:
	# of Yes	# of No	
1. Signage is visible that directs patients to registration and/or triage desk (Yes or No response).			
2. Patients presenting to the emergency department (ED) for clinical services are immediately registered electronically.			
3. Persons presenting to the ED are made known to the ED staff within 15 min. of arrival, and have a clearly defined purpose for being in the ED.			
4. Every time the triage nurse enters the waiting area, they conduct a quick scan identifying vulnerable patients requiring assistance or patients requiring immediate care where their condition may have changed.			
5. Vulnerable persons are identified and assisted.			<input type="checkbox"/> N/A
6. Hand-over of care includes a verbal report and a review of ED record.			
Assessment: <u>Total frequency of Yes responses</u> = _____ X 100 = _____% rate of meeting the indicators <u>Total frequency</u>			
Recommendations for improvement: 			