Waiting Room Monitoring Data Evaluation Monthly - Audit Instructions and Criteria

Instructions: Waiting room monitoring data is reviewed monthly (or more frequently) to identify trends, successes, gaps, and challenges that inform recommendations for improvement. This tool is used to summarize the data. Complete the audit and enter findings on the 'Waiting Room Monitoring Data Evaluation' shared excel spreadsheet. Calculations, quarterly and annual reports are auto populated for ease of review and data compilation.

> ➢ Destroy Waiting Room Monitoring Record once the information has been transcribed onto the spreadsheet (quarterly)

Step 1: Enter the information in the 12 grey tabs

| Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |

Sheets are linked together
• When you enter the **"Year"** in the April tab it auto populates the year to **ALL the other tabs**
• When you enter **"Site/Location"** in the April tab it auto populates the site/location to **ALL the other tabs**

The **4 x Red Quarterly Report Tabs** - calculates the grey tabs together. These calculations are needed for "ROP Audit Reporting"

Step 2: Use the following criteria and enter into the spreadsheet where indicated.

Example:

Criteria	Frequency		Percentage
# of days per month that waiting room was monitored every 3 hours	3 /	3	100%
Frequency of waiting room monitoring at - Checked at			
0000 HR	1 /	1	100%
0300 HR	1 /	1	100%

Criteria:
# of days per month that waiting room was monitored every 3 hours.
Frequency of waiting room monitoring at - Checked at
0000 HR.
0300 HR.
0600 HR.
0900 HR.
1200 HR.
1500 HR.
1800 HR.
2100 HR.
Frequency per month of documented # of people in waiting room during each check.
Frequency per month that the purpose of each person's presence was validated and documented.
Frequency per month that explanations for the purpose of each person's presence captured under comments.
Frequency per month that the Triage Nurse has signed each entry.