



Waiting Room Monitoring Data Evaluation

Data Collection Period (Month/Year): _____

Facility: _____

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.

Criteria	Frequency	Comments
# 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.		

Original to Emergency Department Clinical Services Manager; Copy to Regional Acute Care Manager