



Waiting Room Monitoring Record Directions

Date: _____

Facility: _____

Important – The task of monitoring the waiting room can be delegated to any staff member. The person completing the waiting room check reports findings to triage nurse or designate.

Time	# People in waiting room	Purpose of each person's presence validated	Comments	Triage Nurse's Signature
0000 HR			<i>ED closed- no patients</i>	<i>AB</i>
0300 HR			<i>ED closed- no patients</i>	<i>AB</i>
0600 HR			<i>ED closed- no patients</i>	<i>AB</i>
0900 HR	<i>10</i>	<i>yes</i>	<i>6 of 10 were triaged and waiting to be seen 2 persons were seeking lab – redirected 2 persons were inpatient visitors – redirected to the appropriate unit</i>	<i>BC</i>
1200 HR	<i>6</i>	<i>yes</i>	<i>5 of 6 were triaged and waiting to be seen 1 person is a family member</i>	<i>BC</i>
1500 HR	<i>1</i>	<i>yes</i>	<i>ED is on suspension of service. Physician is on a transfer. 1 person waiting for a ride, already seen.</i>	<i>BC</i>
1800 HR	<i>0</i>		<i>Waiting room empty</i>	<i>BC</i>
2100 HR			<i>ED closed- no patients</i>	<i>DE</i>
Other:				

Original to Emergency Department Clinical Services Manager; Copy to Manager, Health Services (Acute Care)