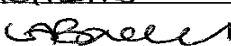
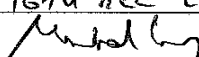


STANDARD OPERATING PROCEDURE

**MANAGING MEDICAL EMERGENCIES AND INCIDENTS FOR RESEARCH
TEAMS BASED OUTSIDE THE MAIN HOSPITAL TEMPLATE.
S66**

Version:	1.0
Effective Date:	02 December 2015
Review Date:	02 December 2018
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Date:	16th Dec 2018
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Controlled document

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<http://ian.exe.nhs.uk/welcome/directorates/research-and-development/rd-administration/policies-procedures-guidance/>

DISCLAIMER

This generic R&D Standard Operating Procedure (SOP) must be followed unless;

- A study specific SOP exists
- A departmental SOP dictates a different working practice

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VERSION HISTORY LOG



This area should detail the version history for this document. It should detail the key elements of the changes to the versions.

VERSION	Reviewer	Date Implemented	Details of significant changes

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1 BACKGROUND

Within the RD&E, research patient visits are conducted in a number of locations. Many are within the main hospital template but research facilities are also available in several out-buildings on the Trust campus. These buildings do not have cover from the crash team or site practitioner team and have limited access to medical cover and therefore staff need specific instructions for dealing with medical emergencies or incidents when working outside the main hospital template.

2 PURPOSE

This SOP is aimed to clarify the process for dealing with medical emergencies or incidents for research staff who conduct patient visits in buildings outside the main hospital template.

Definitions

Medical Emergency

For the purpose of this process a medical emergency may be defined as: 'An acute/urgent illness or injury which poses an immediate risk to a person's life or long term health, requiring immediate medical attention' e.g. cardiac arrest, stroke, anaphylaxis.

Medical Incident

For the purpose of this process a non-medical emergency may be defined as: 'Someone who whilst requiring treatment or support, does not require an urgent response and the presenting condition is non-life threatening' e.g. fall with laceration or peripheral fracture.

Minor illness or injury

For the purpose of this process a minor illness or medical occurrence may be defined as: 'An untoward medical illness or injury which can be dealt with through Minor Injuries or General Practice Services' e.g. sprain, rash, raised blood pressure, recurrent cough.

Outside main hospital template

For the purpose of this process outside the main hospital template may be defined as 'any clinical area where patients are seen in a Trust out-building such as Child Health, RILD, MDEC.

3 SCOPE

For all clinical staff conducting research visits outside of the main hospital template.

4 RESPONSIBILITIES

5 PROCEDURES

5.1. Dealing with medical emergency outside main hospital template

For a medical emergency an emergency ambulance should be called by dialling (9) 999 from the nearest telephone.

Clinical staff are expected to provide emergency care suitable to their level of competence e.g. Basic Life Support or Intermediate Life Support.

Non clinical staff are expected to assist with calling for an ambulance and direct ambulance staff to the correct location.

5.2. Dealing with medical incident outside main hospital template

For a non-life threatening incidents which requires medical assessment contact the Principal Investigator or a study Doctor in the first instance.

Clinical staff are expected to provide clinical assessment, treatment and advice in order to deal with the medical incident suitable to their level of competence.

If the PI or study Dr are not available within a reasonable timeframe and assessment is required before allowing the patient to leave the Trust, transfer patient to ED.

An outdoor wheelchair is available in the RILD building which can be used to move patients from outbuildings to the main hospital template as long as 2 members of staff are available to transport the patient, taking a mobile phone in case of emergency. 1 member of staff must be clinical (Nurse, AHP, Medic) the other can be non-clinical (administrator, porter, security). See appendix for wheelchair location and best route to ED.

Call ED in advance to warn them of transfer.

For patients who are not able to be transferred via wheelchair, the ambulance service must be contacted via (9) 999.

5.3 Dealing with minor illness or injury

For minor illness or medical occurrences that are identified during a patient visit, alert the PI or Study Doctor and ask the patient to visit the GP or minor injuries unit. Report adverse event or serious adverse event according to the individual study protocol and R&D Standard Operating Procedure. Patients can be sent unaccompanied to Minor Injuries or their GP.

5.4 Useful numbers:

Porters: x2016

Security: x6450 or mobile telephone 9/ 07799 342 821

ED Minors pt flow coordinator x2303

ED Majors pt flow coordinator x 2319

Site Practitioner: fast bleep 772 2172 followed by the extension number.

Emergency Ambulance: (9) 999

6 FURTHER READING

7 RELATED DOCUMENTS

CRF SOP for cardiac arrest

Appendix 1. Transferring Patients to ED from Child Health Building or RILD.

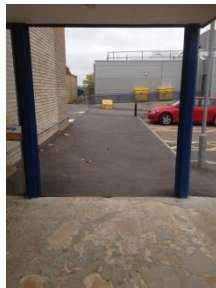
Leaving child health, use path down past RILD



Cross the road between William Wright House and DVRC



Take the covered walkway towards the main building and then keep going ahead. Caution- slopes down.



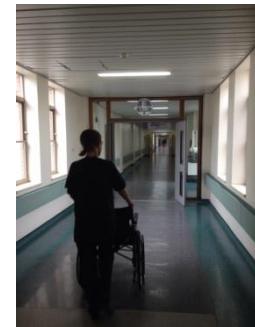
Turn Right at the end of the walkway.



Enter the main hospital.



Turn right along the E-Link corridor.



Take the lift at the end of the E-link corridor down to the ground floor and turn right towards area L. ED is on your left hand side.



Use the call bell to the left of the door to ask to be let in and take your patient to ED Majors or Minors reception to give handover. Repeat call bell if no answer.



Appendix 1. Transferring Patients to ED from Child Health Building or RILD.

Wheelchair location

You will need an ID badge with access to RILD or ask at reception.

Use side entrance to the right of RILD main entrance (underneath the glass walkway), then take the door on the right hand side for the stair case, the wheelchair is located under the stairs.

Please make sure you sign out the wheelchair and return it after use.