

February 2023

Dear all,

Following some unwanted incidents, we would gratefully appreciate for everyone working in ED to kindly adhere to the following to allow a smooth flow of the department:

- There has been a recent incident where a FP10 pack was lost. Therefore, please be vigilant with your FP10 packs as it is your responsibility and ensure it is return promptly to the nursing team after use. Do not leave the packs laying around in the plain sight of the public as it can be easily taken away then.
- Please ensure all sharps are safely disposed immediately and safely after use. This poses an unwanted huge risk to the staff who has to clean up the area especially after a procedure.
- Please discharge all patients off the system after seeing them in ED on FirstNet. The step-by-step method to do it can be viewed through the BMEC ED website (https://www.bhameyecas.org/files/ugd/5ec84c_5bfc58ceecf04eaabaec68a060e85e4c.pdf). If you are unable to access FirstNet or seek IT to help, pleas ask Mr Vijay Modi who will gladly assist.
- Please ensure all laser keys and the handover folder are returned to its original place after use. If these items are not found, this causes a lot of delay and hassle. The handover folder should be left in the cupboard next to the office and the laser keys left in the key cupboard out at pre-triage/reception area.
- Finally, please ensure you follow the local guidance on the management of conjunctivitis cases (https://www.bhameyecas.org/files/ugd/5ec84c_2353ea7c651146f2836c33aa893ec572.pdf) to avoid inappropriate follow up.

Thank you for all your help in the department and as always, happy to help if any issues in the department.

Yours sincerely,
Soon

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