



gastrotrACT

Gastroenterological Services

5.2 *EMERGENCY POLICY*

- 5.2.1 *Written agreement shall be obtained from nearby hospitals to transfer patients in an emergency situation.*
- 5.2.2 *An emergency trolley, equipped with the appropriate instruments to allow cardiac monitoring, airway maintenance, ventilation, cardiac defibrillation and appropriate drugs shall be maintained in the endoscopy procedure room and checked regularly. The staff will receive ongoing training in its use.*
- 5.2.3 *Emergency flip charts shall be displayed by all key telephones or areas that are appropriate for easy access. All staff shall be familiar with the instructions contained therein. An Emergency Procedure Manual shall be available in the word processing area and a Medical Emergency Protocol located in Nursing Policy and Practice Manual in the office of the Nursing Supervisor. All medical and nursing staff shall be familiar with these procedures.*
- 5.2.4 *All staff shall be instructed in fire and emergency procedures during orientation.*
- 5.2.5 *Inservice demonstration lectures and use of fire fighting equipment shall be held on a regular basis. Fire drill shall be held twice yearly. Staff is required to respond in an appropriate manner when these drills occur. It shall be mandatory that all key staff attend one of these sessions annually. A fire drill quiz will be held every two years.*
- 5.2.6 *The initiating officer shall keep records of these events and participating staff members.*