



This Quick Reference Guide will explain how to:

Complete Ambulance Victoria (AV) handover and offload documentation. This QRG is applicable to the nurse receiving a patient from AV.



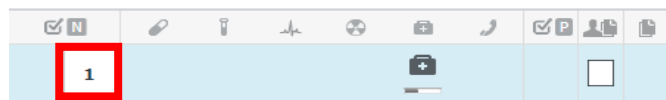
All patients in the AV Waiting Room require a Nursing Comment...

AV WR

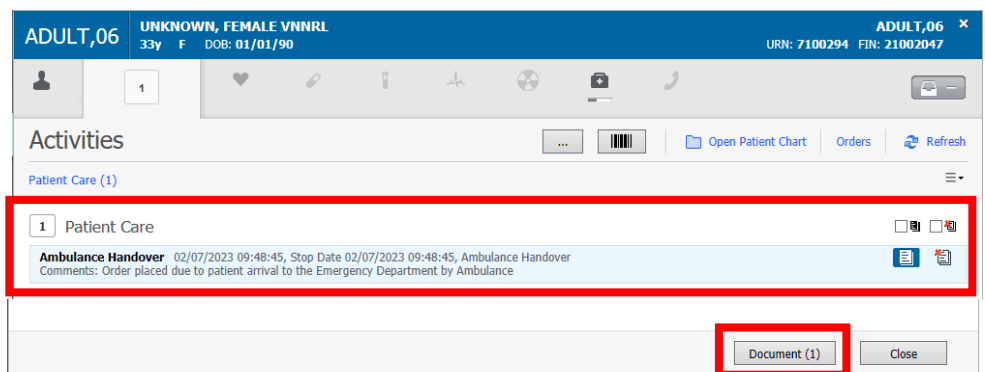
AV Wait

- All patients located in the AV WR require a **'Nurse Comment'** to be added to the patient details.
- Comments should provide information about the disposition i.e plan for where patient is going or where they are not suitable for and why/what we are waiting for and any treatment or actions taken.

1. Locate the patient on **LaunchPoint** and Click on the on the nursing activities column.



2. Click on the **'Ambulance Handover'** task and it will highlight blue. Select **Document**.

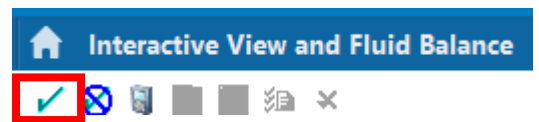


3. The ED Ambulance Handover iView task opens. Yellow indicates mandatory fields. The **Ambulance off load time** is the agreed time between WH and AV. This is reported to the department of health

Task	02/07/2023 09:52
ED Ambulance Handover	<input checked="" type="checkbox"/>
ED Ambulance Handover	<input checked="" type="checkbox"/>
*Ambulance Off Load Time	-----
ED AV Vital Signs	-----
ED AV Pre-Arrival Treatment / Medication	-----
*ED AV IVC	-----
ED AV Psychosocial Concerns	-----
ED AV BOC Score	-----
ED AV Blood Glucose, Capillary	-----
ED AV Spinal Immobilisation	-----
ED AV Mobility	-----
ED AV Comment	-----
Peripheral IV	<input checked="" type="checkbox"/>

4. Document any **ED AV IVC** present on admission. Clicking on the little grid will open the cannula documentation window.

- Document handover as required. Leave blank if it is not relevant. Click the green tick to save documentation. The documentation is now saved.



		02/07/2023	
		10:20	09:52
▾ Ambulance Handover			
Ambulance Off Load Time			
Vital Signs		GCS13 HR120	
ED Pre-Arrival Treatment / Medication			
Does the patient have an AV IVC?		Yes	
Psychosocial Concerns?		Lives alone	
Behaviours of Concern Score		1	
Blood Glucose, Capillary		5.1	
Spinal Immobilisation		No	
Mobility			
Ambulance Handover Comment			
▾ Peripheral IV			
▾ Antecubital Cannula Right 18 gauge (gr...			
Activity		Present on admission/transfer	
Present on Admission Insertion Date/Time		02/07/2023 09:56	
Inserted Under Emergency Situation		Yes	
Inserted By		Ambulance	



Important

- If the patient arrives via AV the patient will automatically be allocated into the AV waiting room zone on LaunchPoint. AV WR
- The AV task and offload time must be documented. This is a **HARD stop** for discharge/admit.
- If the patient is offloaded to the waiting room the offload time must be documented.



Handy Hint

- After completing the AV handover task you can view, amend or add further detail in 'ED Quick View' iView documentation.
- Once the patient has been moved into a bed they will no longer display in the AV WR.

