

Tent Orientation Checklist

- ☐ **Where to show up first and where to get a mask?**
 - Trailer 12345 – Disposable Scrubs
 - Outdoor PPE stations – Surgical Mask, Face Shield
 - Brown cart – gown, gloves
 - Metal supply cart – EST provider goggles x 5 (clean before and after use, stay inside EST).
- ☐ **Review PPE and Safety:**
 - [Review WikEM section on patient and staff safety.](#)
 - Both of the tents are considered “hot zones.”
 - Wash hands/purell prior to moving to computer or supply side of tent.
 - **Review PPE for inside EST:** surgical mask, goggles, face shield, gown, gloves (+/- bouffant and shoe covers).
 - **Review donning and doffing procedures**
 - Doff gown, gloves and dispose inside tent
 - Remove face shield and wipe with saniwipe outside, alcohol inside
 - Ok to leave goggles and mask on
- ☐ **Review General Flow of Patients**
 - Go over primary/secondary screen and how patients get to see LIP
- ☐ **Computer**
 - Save as favorites in internet explorer
 - WikEM [EST](#)
 - WikEM [LIP Orientation](#)
 - WikEM Telehealth - Point out Skype link for virtual telehealth with remote provider
 - [Provider tool](#) (can also use smartphone camera app to view QR code posted at the bottom of all the computer screens inside provider tent).
 - [ED Sharepoint](#)
 - [EST handouts](#) (so they can print if they run out).
 - Flow Charts and Employee algorithms
 - Sign on to Skype
 - Add the proctoring provider to Skype Favorites
 - Review how to start a [Skype video chatroom](#).
 - [Printer setup](#).
- ☐ **CPRS** (Use zztest patient to trial)
 - [Configure WLA-Screening Tent patient list](#)
 - [Set up CPRS Notes as favorites](#)
 - [Add EST provider templates to My Templates](#)
 - [Review how to select appropriate clinic in CPRS](#)
 - [Review how to complete EST encounter form](#)
 - [Review EST order menu location and menu details](#)
 - Review how to order medication for dispensing to patient inside of Tent:
 - Place order using EST order under the “For Tent Use” order menu and let the EST RN/NA know to execute order.

- Review how to [order discharge medications and protocol for dispensing medications for patient at discharge](#) (may also use provider tool)
- Review [primary care f/u protocol for assigned and unassigned patients](#) (may also use provider tool)
- Review [how to “admit” patient to “COVID” DOM](#) (may also use provider tool)
 - If patient does not have recent CXR or quant TB that is negative you can obtain pCXR in the EST.
 - Place pCXR order from EST order menu
 - Call ED X-ray tech (use vocera or landline) to shoot X-ray inside the EST waiting room tent.

□ Review ID algorithms

- [Patient COVID-19 testing algorithm.](#)
- [GLA Employee COVID-19 testing algorithm.](#)
 - [Asymptomatic employee with close contact with COVID-19+ patient exposure risk assessment.](#)
 - [Employee return to work guidance.](#)

□ Review location (on top of supply cart) and purpose of each EST handout.

□ Who to call for advice and how.

- EST provider should have LOW threshold to consult ED provider on patients (especially if EST nursing express concern about a patient).
- *In general, the EST provider should reach out to the ED provider designated as the EST provider proctor for the day.*
 - The ED provider is responsible for triaging all EST provider calls and aiding in final disposition of EST patients.
 - If patient requires transfer to the main ED, the ED provider proctoring the EST provider should perform a warm handoff to main ED provider whenever possible.
 - If EST patient has needs outside of COVID-19 screening and has symptoms suggestive of COVID-19 AND does not require ED evaluation (i.e., patient is Fast Track appropriate), please try to complete patient encounter in the EST.
 - If has SW needs, SW can talk to patient via Tent phone or skype video.
 - If needs med refill, call pharmacy to prepare meds and send EST runner to pick up meds.
 - If to see a specialist or PCP, try to reach them via Skype or can page consultant to arrange expedited f/u.
- *If the ED provider proctoring the EST provider is unable to arrive at a disposition plan for EST patient, may consider reaching out to EST leadership.*
 - Log any inappropriate patient/employee referrals with details of encounter so EST leadership can f/u.
 - Log any EST operational issues so EST leadership can f/u.
- *Phone*
 - Provide your best contact phone number.

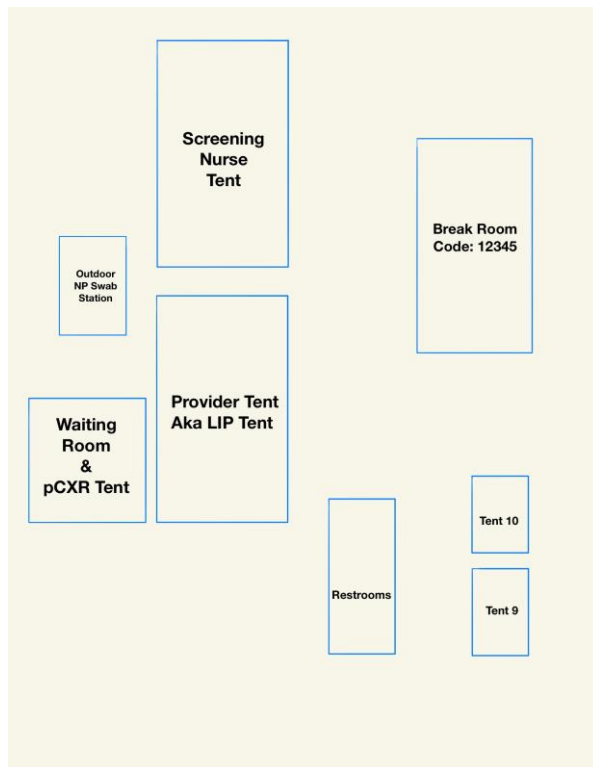
□ Review EST Disposition Tool simulation cases

- *Complete the following simulation cases (if time allows):*

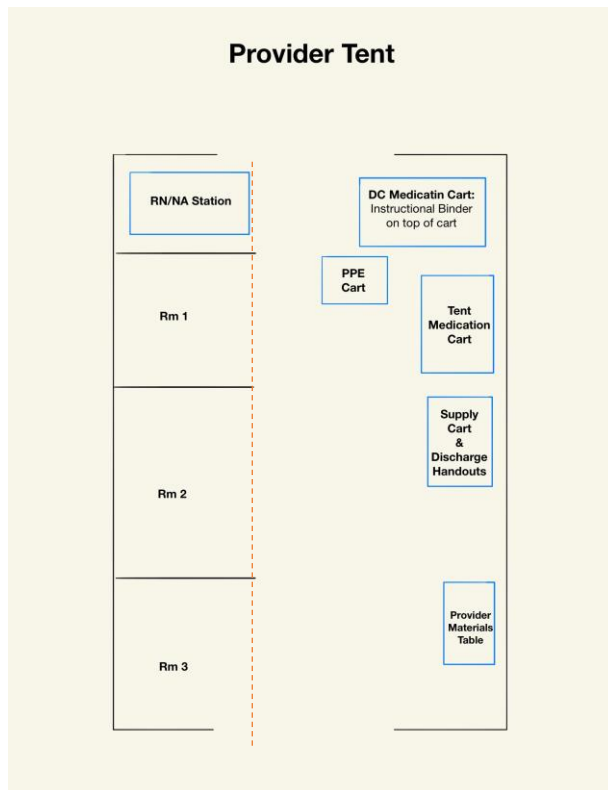
- Asymptomatic employee (you create case details).
- Symptomatic patient that is has normal vital signs but severe shortness of breath by history.
- Symptomatic employee.
 - Provide return to work guidance.
- Symptomatic patient that has normal vital signs, is able to care for self, but lives in homeless shelter.
- Symptomatic patient that has normal vital signs, and needs to talk to SW.
 - Show ED SW number on ED sharepoint.

□ Tent Campground Overview

- Tents 9 & 10 are for asymptomatic pre-procedure patients
 - These patients should not come to the screening tent, but if they do please order COVID testing
 - Please contact the service and/or individual who sent the patient to the screening tent to find out why, and inform them of the importance of separating of symptomatic and asymptomatic patients



□ Room Overview



□ Breakroom

- *Door code:* 12345
- Do not contaminate this area (doff PPE before entering) and please clean up after yourself.
- Has fridge, microwave and Keurig.
- *Wifi password:* check whiteboard inside HERO van.

□ At the end review again-who to call for advice and how

- *Phone:*
 - Provide your best contact phone number.
- *Skype:*
 - Remind them to sign on to Skype at start of every shift.
 - Review how to find ED providers on Skype.
 - Review how to load [Skype video chatroom](#).
 - [EST Telehealth walkthrough](#).