Emergency Equipment and Drugs Overview PHC Remote Procedure

<table>
<thead>
<tr>
<th>Target Audience</th>
<th>All Clinical Employees</th>
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<tbody>
<tr>
<td>Jurisdiction</td>
<td>Primary Health Care Remote CAHS; Primary Health Care Remote TEHS</td>
</tr>
<tr>
<td>Jurisdiction Exclusions</td>
<td>N/A</td>
</tr>
<tr>
<td>Document Owner</td>
<td>Kerrie Simpson Atls Development Officer PHC Remote CAHS</td>
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<tr>
<td>Approval Authority</td>
<td>Chair Primary Health Care NT Wide Leaders Committee</td>
</tr>
<tr>
<td>Author</td>
<td>PHC Quality and Safety Team</td>
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The attributes in the above table will be auto-filled from the PGC System. Do not update in this document.

Purpose

Provides an overview of the comprehensive approach for emergency care for Primary Health Care remote, based on standard kits, best practice management, quality assurance processes, training and review practices.

Procedure

1. General Information

Standard Emergency Equipment and Drug Kits have been established for use in all remote health centres based on best practice and the remote health context. Details relating to the standard Emergency Equipment and Drug Kits are contained in separate dedicated items of the Atlas, including:
   - Airway Kits
   - Ambulance Clinical Equipment
   - Anaphylaxis Kits
   - Chest Drain Kits
   - Disaster Packs (currently Top End only)
   - Emergency Outreach Drug Box
   - Emergency Response Kit and Cervical Collars - Contents
   - Fit Kits
   - Intubation Kits (Medical Practitioners only)
   - IV Extras Bag
   - Monitor - Defibrillator
   - Obstetric Kits / Foetal Doppler *
   - Obstetric Drug Kits
   - Oxygen & Suction Equipment
   - Resuscitation Trolley
   - Trauma Site Bags - Clothing & Extras
   - Scoop stretcher or Spinal board *
   - Pulse Oximeter *

* Emergency equipment to complement emergency kits.
These standard kits, accompanying quality assurance processes and associated Atlas items related to emergencies, form part of PHC’s clinical governance. It is imperative for all staff to uphold the integrity of this, in keeping with the importance placed on this area by the Department. This will in turn ensure a reasonable emergency response capability at all sites.

Within the health centre, it is preferable to store emergency equipment in one place if possible. Staff may utilise the Emergency Equipment Checklist to prompt identification of the emergency equipment and kits to be held in health centres. If there is a need to separate equipment, then notification must alert staff to the location of this equipment.

2. Definitions

ATSIP: Aboriginal and Torres Strait Islander Health Practitioner.

Scheduled Substance Treatment Protocol (SSTP): is a protocol for possessing, supplying or administering a scheduled substance as approved by the Chief Health Officer under Section 254 of the Northern Territory Medicines, Poisons and Therapeutic Goods Act.

3. Responsibilities

3.1. Health Centre Clinical Staff

- Must have familiarity with the overall, and individual, items of emergency equipment and drugs. This includes awareness of the location of all items, and a working knowledge and understanding of the relevance of each item.
- Participate in the routine checking and maintenance of all Emergency Equipment and Drug Kits
- Be aware of and utilise the Emergency Equipment Checklist when managing an emergency away from the health centre
- Undertake relevant emergency care training to maintain currency and competence within scope of practice

3.2. Primary Health Care Manager (PHCM)

- Ensure induction of new staff includes health centre’s Emergency Equipment and Drug Kits, and the routines accompanying them
- Ensure maintenance of equipment is undertaken. See Maintenance & Repairs of Clinical Equipment
- Ensure consumable items are within their expiry date
- Assign staff to participate in checking routines to foster staff familiarity with each Kit
- Support clinical staff undertake relevant continuing professional development re emergency care as appropriate

3.3. District Manager

- Ensure the standard Emergency Equipment and Drug Kits are maintained
- Support purchase requests that are consistent with standard emergency equipment
- Ensure clinical staff maintain currency and competence within scope of practice re emergency care
- Promote, facilitate and approve continuing professional development re emergency care as appropriate

3.4. Professional Practice Nurse

- Monitor quality assurance activities related to Emergency Equipment and Drug Kits
- Coordination of review and implementation of recommended changes to kit contents
- Facilitate Remote Health Stock processes

1 See Section 6 References & Supporting Documents for related documents.
3.5. Clinical Nurse Consultant (Clinical Learning)
- Support training and/or CPR competency assessment as negotiated for non-clinical staff where relevant
- Provide Basic, Immediate and Advanced resuscitation education and assessment opportunities to PHC remote clinical staff.

4. Procedure

4.1. What to take to an Emergency away from the Health Centre
The Emergency Equipment - Checklist provides a list of emergency equipment and kits held in remote health centres that may be utilised to manage an emergency away from the health centre.

See separate documents for details for specific equipment and Kits.

4.2. Quality Assurance (QA)
QA processes are used to monitor and evaluate the quality and standard of Emergency Equipment and Drug Kits in the health centre. Undertaking QA also provides an opportunity for staff to familiarise themselves with the operation of emergency equipment.

In summary QA activities include checking:
- the equipment or Kit as per the requirements specified in relevant Atlas documents
- the Kit / equipment is functional and ready for use
- that preventative maintenance is scheduled, undertaken and completed
- repair requirements are managed

Separate dedicated items of the Atlas provide the quality assurance requirements related to specific Kits / equipment. See Atlas Section 11 and Section 13 for individual items.

4.3. Obtaining Supplies for Emergency Kits and Equipment
The range of contents required for Emergency Kits and equipment are sourced through a variety of means including Regional Stores, Remote Health Stock, Pharmacies, Purchase Requests and Capital Equipment.

Details related to specific equipment and Kits are provided in the relevant Atlas documents.

Replacement of the recommended container for the Kit / Bag should be organised with the Professional Practice Nurse (PPN).

Where staff are uncertain of how to obtain a required item, they should contact the PPN for advice.

4.4. Staff Development / Training
Health Practitioners must work within their scope of practice. Provision of emergency care should be based on the skills, expertise and knowledge expected of a Registered Health Practitioner.

Staff must be competent to safely and effectively utilise Emergency Kits and Equipment and specific requirements are detailed in relevant Atlas documents. The DoH Training Calendar provides information on a range of courses available to staff, including Advanced Life Support (ALS).

4.5. Emergency Protocols / Scope of Practice
Provision of emergency care must be in accordance with an approved Scheduled Substance Treatment Protocol (SSTP), PHC procedures and within the Health Practitioner's scope of practice. Where applicable, details regarding specific protocols are provided in relevant Emergency Kits and Equipment Atlas items. See Atlas Section 11 and Section 13 and Section 6 References and Supporting Documents for individual items.

4.6. Documentation
Standardised Remote Health Trauma Forms and Medical Evacuation Forms are endorsed for use by DoH health centre staff. Although both the Medical Evacuation and Trauma Forms are available as templates in the
Electronic Health Record (EHR) system, hard copies of the Trauma Form are included in the Emergency Response Kit as use of this form is warranted for a range of emergency responses attended off site. See Medical Evacuations, Section 4.6 for information regarding use of these forms.

Management of an emergency consultation must be documented in full in the clients EHR at the time or as soon as possible after the emergency consultation. When the Trauma Form is used, a consultation must be recorded in the client's EHR, the primary reason for the consultation entered and the form scanned and imported into the consultation to ensure that there is a permanent, accessible record of the original information. See Electronic Health Records – Overview and Electronic Health Records – Managing Outages for the details of data entry and scanning requirements.

4.7. Emergency Equipment & Drugs Review Process

Emergency Equipment and Drugs in PHC are standard across all health centres. There are some minor variations which allow for differences in certain health centres such as those with resident Medical Practitioners, health centre categories, climate differences etc. These variations have been endorsed by Best Practice Group.

Changes to emergency contents, by addition or deletion, are not authorised. Where concerns are noted, alternative recommendations should be referred to the Best Practice Group for consideration using the Best Practice Referral Form.

### Key Associated Documents

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<thead>
<tr>
<th>Forms</th>
<th>Best Practice Referral - electronic template</th>
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<tr>
<td></td>
<td>Essential Checks Form</td>
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<td>Remote Health Trauma Form</td>
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<td>Medical Evacuation Form</td>
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<tr>
<th>Key Legislation, By-Laws, Standards, Delegations, Aligned &amp; Supporting Documents</th>
<th>Section 13 Emergencies, Evacuations &amp; Retrievals:</th>
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<tr>
<td></td>
<td>see Section 1 of this document for list of individual documents</td>
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<td>Section 11 Quality Assurance:</td>
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<td>Electronic Health Records – Managing Outages</td>
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<td>Electronic Health Records – Overview</td>
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<td>Emergency Transport of Clients</td>
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Remote Health Stock
Satellite Phones
Section 250 NT MPTGA

Emergency Equipment Checklist
Best Practice Communiques:
13 - 05 Remote Health Emergency Review - Kits Communique
16 - 07 Replacement of Oxyvivas with Airway Kits Communique

Northern Territory Medicines, Poisons and Therapeutic Goods Act and Regulations
Remote Primary Health Care Manuals website:
CARPA Standard Treatment Manual
Minymaku Kutju Tjukurpa - Women's Business Manual
CRANApplus Clinical Procedures Manual for Remote and Rural Practice

Workforce Division – Training & Development webpage
Aboriginal and Torres Strait Islander Health Practice Board of Australia

References
As above

### Implementation, Review & Evaluation Responsibilities

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<th>Method</th>
<th>Responsibility</th>
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<tr>
<td><strong>Implementation</strong></td>
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<td><strong>Review</strong></td>
<td>Document is to be reviewed every 3 years, or as changes in practice occur</td>
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<td><strong>Evaluation</strong></td>
<td>Evaluation will be ongoing and informal, based on feedback. Quality Assurance processes will be used to monitor and evaluate the quality and standard of Emergency Equipment and Drug Kits in the health centre. Adverse incidents will be recorded in client's electronic health record, entered into RiskMan and will be followed up by the relevant manager.</td>
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### Evidence Table

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<th>Method</th>
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