

## Start of shift huddle

### Key messages for Nurse/Midwife In-Charge

<b>Welcome and introduction to shift</b>	<p>Hello everyone. Thanks for being here.</p> <p>&lt;Provide a brief update on the current state of the unit/ward&gt;</p>
<b>Looking after yourself</b>	<p>It is essential at this time that we all look after ourselves and each other:</p> <p>If anyone is experiencing any of the following symptoms, please advise me immediately;</p> <ul style="list-style-type: none"> <li>• Fever</li> <li>• coughing</li> <li>• sore throat</li> <li>• shortness of breath</li> </ul> <p>We are individually and collectively accountable for preventing transmission of COVID-19.</p> <ul style="list-style-type: none"> <li>• If at any point you: <ul style="list-style-type: none"> <li>○ feel unwell, tell me immediately.</li> <li>○ feel overwhelmed, reach out to your colleagues, myself, or &lt;manager&gt;.</li> <li>○ It is normal to feel overwhelmed with what is going on at the moment.</li> </ul> </li> <li>• Remember there is access to EAP should you need it and there are resources to assist you on the Monash Health Covid-19 web page</li> </ul>
<b>Personal Protective Equipment/ Hand Hygiene</b>	<p>We are all at risk for contracting COVID-19, and we must protect ourselves, our patients, and each other.</p> <p>Strict use of <b>standard precautions</b> is essential at all times:</p> <p><b>Hand Hygiene</b></p> <ol style="list-style-type: none"> <li>1. before touching a patient</li> <li>2. before a procedure</li> <li>3. after body fluid exposure/ risk</li> <li>4. after touching a patient</li> <li>5. after touching patient surroundings</li> </ol> <p>Remember: It is ok to remind a colleague if they forget hand hygiene. If <i>you</i> are reminded, thank your colleague and pay it forward – watching out for each other is very important right now.</p> <p><b>Is everyone bare below the elbows?</b></p> <ul style="list-style-type: none"> <li>• Remove jewellery, watches, and rings (wedding band ok).</li> <li>• Take off lanyards.</li> <li>• Nails trimmed and no polish</li> <li>• Hair tied back and off your face</li> <li>• No beards please (you can't fit and N95 properly with a beard)</li> </ul>

	<p><b>PPE</b> If you need to use PPE, its essential that you know what to do.</p> <p><b>Has everyone completed the infection prevention package on Latte and attended a PPE session?</b></p> <p><b>You need to do this now if you have not done so.</b> Please make sure you:</p> <ul style="list-style-type: none"> <li>• watch the video on the COVID-19 employee website page; <b>and</b></li> <li>• complete the Infection Prevention Transmission Based Precautions learning package available via Latte</li> </ul> <p><b>Remember even if you are wearing PPE you must still complete the 5 moments of hand hygiene;</b> if your gloves become soiled, take them off, perform hand hygiene and put on another pair</p> <p><b>Cleaning of equipment</b></p> <ul style="list-style-type: none"> <li>• Familiarise yourself with the correct cleaning processes as per the COVID-19 procedure</li> <li>• Equipment including stethoscopes must be cleaned in between each patient interaction</li> </ul> <p><b>Clutter</b></p> <ul style="list-style-type: none"> <li>• Ensure your bed spaces are tidy and free of clutter.</li> <li>• Keep corridors clear of unnecessary equipment</li> </ul> <p><b>Physical (Social) distancing</b></p> <ul style="list-style-type: none"> <li>• Remember to maintain 1.5m whenever possible, eg: don't huddle around WOWs, or crowd tearooms</li> </ul> <p>These are all effective ways to protect us and our patients from the transmission of COVID-19.</p>
<b>Resources</b>	<ul style="list-style-type: none"> <li>• <b>COVID-19 employee website page:</b> Up to date information about COVID-19 for employees - <a href="https://coronavirus.monashhealth.org">coronavirus.monashhealth.org</a></li> <li>• <b>Latte:</b> Infection Prevention Transmission Based Precautions learning package</li> <li>• <b>PROMPT:</b> <ul style="list-style-type: none"> <li>○ COVID-19 Procedure (includes information on precautions, specimen collection, equipment cleaning)</li> <li>○ Hand Hygiene Procedure</li> <li>○ Personal Protective Equipment (Application and Removal) Procedure</li> </ul> </li> <li>• <b>Self Care:</b> <a href="#">Monash Care</a> (including EAP)</li> </ul>
<b>Questions</b>	<p>Any questions or concerns to raise now?</p> <p>Any arising during the shift please see me.</p>