

## Guide Notes for Casualty Watch Form

<b>Gender</b>	Enter <b>M</b> or <b>F</b>
<b>Patient's Home Postcode</b>	Should be available and is useful for determining the effects of closures of neighbouring A&E Departments. Enter the first part of the post code, eg: <b>SE24 – B4 – TN13 – N33</b>
<b>Arrival Time</b>	Use the 24-hour clock – in some cases, patients may have arrived on the previous day, in which case please specify the date as well.
<b>Time of Decision to Admit</b>	A decision may or may not have been made, depending upon the results of tests, etc. If a decision has been made, please give the time.
<b>Provisional Diagnosis</b>	Reason for attendance, eg: fractured femur, lacerations to hand, abdominal pain, overdose, shortness of breath, sickle cell crisis, etc. Do not use general terms (eg: medical, surgical).
<b>Trolley Bed Chair</b>	<p>Enter:</p> <p><b>T</b> – if the patient is lying on a trolley in A&amp;E Department, waiting to see Casualty staff, waiting to be admitted to a Ward, or waiting to be discharged.</p> <p><b>B</b> – if the patient is lying on a bed in A&amp;E Department, waiting to see Casualty staff, waiting to be admitted to a Ward, waiting to be discharged, or under observation.</p> <p><b>C</b> – if the patient is sitting on a chair in the Waiting Room, or a wheelchair in A&amp;E Department waiting to be seen by Casualty staff, waiting to be admitted to a Ward, or waiting to be discharged.</p> <p>It is important to distinguish between patients lying on <b>trolleys</b>, patients lying on <b>beds in cubicles or observation wards</b>, and patients waiting on chairs in the Waiting Room. This will give a clearer picture of the state of the A&amp;E Department.</p>
<b>Plan for Patient</b>	Could be admission, discharge home, awaiting further tests, awaiting a review, observation, waiting for suture/s, transfer to a Ward, or to another Hospital, etc.
<b>Comments</b>	Could be: busy, major accident in the area, staff not available to give details, staff off due to illness, etc.