



Emergency Trolley Audit

24 Jan 2025 / Nanette Stylianou

Complete

Score	10 / 10 (100%)	Flagged items	0	Actions	0
Site conducted	Southside Endoscopy Centre				
Conducted on	24.01.2025 07:55 AEST				
Prepared by	Nanette Stylianou				
Location	Level 6, 4 Paxton Street, Springwood				

Inspection		10 / 10 (100%)
Is there a policy and procedure in place for the checking contents of the Emergency Trolley (WHS Policy 8.1.2)? Are all drugs and equipment up to date? Due for review July 2024		Yes
All emergency protocols are guided by current legislative requirements i.e. Health Drug and Poison Regulation, Qld Health Medical Advisory Committee		Yes
All policies are accessible to all the clinical staff and there are documented evidence that all nursing staff have read the Policy and Procedures for the Emergency Trolley		Yes
There is proof that the Emergency trolley is checked on a regular basis (at least once a week).		Yes
Is there a system in place for the reporting and reordering expired drug and equipment?		Yes
Is there a system in place for the reporting any medication incidents and near miss incidents?		Yes
Is there a system for the provision of feedback in relation to any medication incidents?		Yes
Is there evidence of monitoring of temperature in the refrigerator used to store drugs?		Yes
Are the emergency trolley locked overnight?		Yes
Is there documentary evidence that the defibrillator is tested at least once a week?		Yes
Comments/Suggestions:		