

EXAMPLE

SAFER ward baseline assessment

Ward name: _____

SAFER element	Description	Measures	Question	Answer Yes/no and provide details	Comments/suggestions/support required	
Communication and teamwork	Defining roles and responsibilities across the discharge pathway and introducing internal professional standards <ul style="list-style-type: none"> Porters allocated to ward 	Welcome to the ward board established – core standards	Does the ward have a standardised 'welcome to the ward information and patient information board'?			
			Does the ward display photos of key staff (consultant, ward manager, matron and clerk) and include a uniform guide?			
			Does your ward patient information board include any other information? Any suggestions of what else to include on the board to support communication with patients and relatives?			
			Named nurse and senior clinician in charge board	Does your ward have a mechanism to ensure patients are aware of their named nurse and clinician in charge?		
			Nurse handovers and safety huddles at the start of every shift	Does your ward currently hold safety huddles, eg a daily discussion of at-risk patients (ie fall, dementia, acutely unwell)		

As a ward team rate your ward on the following elements. Please circle

Communication and teamwork:

Excellent

Good

Room to improve

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Ward name: _____

SAFER element	Description	Measures	Question	Answer Yes/no and please details	Comments/suggestions/support required
Expected date of discharge	<p>To ensure the multidisciplinary team agrees and documents an expected date of discharge (EDD) for all patients</p> <ul style="list-style-type: none"> • Reasons: <ul style="list-style-type: none"> ○ flow problems ○ identification for short stay. Need the right patients ○ bed management ○ empty beds • Senior co-ordinator on board round <ul style="list-style-type: none"> ○ understanding ○ authority 	EDD to be set within 14 hours of admission	Does your ward currently set an EDD within 14 hours for all patients?		
		Patients discharged on their actual discharge date and before 1pm (where appropriate)	Are your patients currently discharged on their actual EDD?		
		Daily review EDD	Has the EDD been reviewed daily at the white board meeting?		
		Patient awareness of EDD	Are your patients aware of the date and time they are expected to go home?		

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Expected date of discharge: **Excellent** **Good** **Room to improve**

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SAFER element	Description	Measures	Question	Answer Yes/no and provide details	Comments/suggestions/support required
Board rounds	Board round introduces structure to the day-to-day running of the ward and helps the ward team manage patients safely and effectively	Frequency of whiteboard meetings	Does your ward have a daily whiteboard meeting?		
		Attendance at the whiteboard meeting	Is the whiteboard meeting attended by all members of the MDT, ie consultant, ward manager, ward clerk, physio, OT, SW, discharge co-ord, etc. Please state MDT members		
		Leadership at the whiteboard meeting	Is your whiteboard meeting led by your consultant or ward manager?		
		Setting EDD for all new patients to the ward	During the board round are all new patients given an EDD agreed by the MDT?		
		Discharge planning to ensure discharge on actual EDD and before 1pm	Are patients identified for discharge today/tomorrow? (how far in advance) Are actions identified and completed to ensure discharge before 1pm?		
			Are all your patients' discharge plans discussed during the whiteboard meeting? Are delays escalated? If yes, to whom?		

As a ward team rate your ward on the following element. Please circle

Board rounds: **Excellent** **Good** **Room to improve**

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SAFER element	Description	Measures	Question	Answer Yes/no and provide details	Comments/suggestions/support required
Ward rounds	Effective ward rounds facilitate quick and timely review of medical, nursing or therapy plans and tackle outstanding actions requiring immediate attention <ul style="list-style-type: none"> One-stop dispensing (regular meds) explore ? meds explanation, dependent on patient, not discharged 	Frequency/leadership ward rounds	How often does your ward hold ward rounds? State who leads these (eg consultant/registrar)		
		Senior nurse representation	Does your ward manager or senior nurse attend the daily ward rounds?		
		MDT approach to ward rounds	Are pharmacists, therapist and other AHPs available/present during the ward round?		
		Support clinical staff in co-ordinating care	Are clear, written and verbal management plans and discharge plans documented daily in the medical notes during the ward round?		
		Tasks carried out in a timely manner to avoid batching, which may lead to delays	Are TTOs, discharge summaries completed in real time if patient is likely to be discharged the next day?		
		Patient care and flow during the weekend	Do your ward rounds on a Friday include completed ongoing plans for the weekend, including details of those patients who could be discharged over the weekend?		

As a Ward team rate your ward on the following element. Please circle

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Ward rounds: **Excellent** **Good** **Room to improve**

SAFER element	Description	Measures	Question	Answer Yes/no and provide details	Comments/suggestions/support required
Patient information and expectations	To ensure patients, carers and relatives have a clear understanding of the discharge process, supported by the communication and patient-held documentation to help prepare patient's discharge from hospital. This will ensure patients, carers and relatives are aware of their EDD, proactive planning of their transport home, providing advice and support following discharge from the acute setting	Communication with patients and relatives	Do you always introduce yourself to patients and relatives?		
		Hand-held patient discharge plans	Do your patients currently have a hand-held discharge plan?		
			Is a plan of care and discharge plans discussed with your patients? If yes, who by		
		Transport	Does your ward discuss transport arrangements with your patients and relatives, including early booking of hospital transport if required?		

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Patient information and expectations: **Excellent** **Good** **Room to improve**

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Criteria-led discharge	Facilitates a planned, safe and timely discharge from the acute hospital, utilising the medical management plan and a criteria-led approach, agreed by the MDT in advance of the EDD	Patients with documented criteria-led discharge	Are clinical criteria set by the medical/surgical team with functional and social criteria discussed with the MDT and documented in the patient's notes?		
		Suitability for criteria-led discharge	Are patients identified as being suitable for criteria-led discharge at the ward and board rounds?		
		Nurse-led discharge	Are patients discharged by nursing staff using agreed clinical criteria?		

As a ward team rate your ward on the following element. Please circle

Criteria-led discharge:

Excellent

Good

Room to improve

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SAFER element	Description	Measures	Question	Answer Yes/no and provide details	Comments/suggestions/support required
Length of stay reviews	Reviews of all patients to proactively respond to the identified delays through appropriate action planning, including an intensive weekly review for all inpatient's with a length of stay over 7 days, sharing themes and escalation of issues with our external partners	Daily monitoring of all patients	Does your ward track all patients to monitor discharge pathway?		
		Identifying and actioning potential delays	Are there procedures in place on your ward to identify patients waiting for procedures, tests, assessments, SS, therapies? Who is responsible for actioning the delays or escalating by your team?		
		Review of all patients with an LoS over 7 days?	Is there a weekly senior review of all patients with an LoS over 7 days?		

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Length of stay reviews: **Excellent** **Good** **Room to improve**