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| **Emergency Department Job Aid**  **For Patients During Quarterly Triage Day (QTD)** | |
|  | **During the hours of 8PM to Midnight and 8AM to Noon, *activate your ED’s MCI Radio*.**   * **Have the MCI Radio monitored continuously during those hours**   + **All EDs must actively LISTEN to MCI Radio**   + **(There are NO alert tones on MCI Talk groups)** * **Expect brief, MCI-style Radio Calls** * **Assure that each ED has personnel who can enter patients into Juvare EMTrack and update ED Triage Categories in Juvare EMResource** |
|  | **MCI Talk Group is used by ALL EDs – you must *LISTEN CAREFULLY* for your ED to be called** |
|  | Log on to Juvare EMTrack and find the Incident for this QTD – **EVERY Treatment Tag must be scanned into EMTrack** |
|  | **Update the Juvare EMResources Triage Categories for your ED at least every 8 hours** |
|  | Assess and treat the patient |
|  | **Attach appropriate color Triage Ribbon to EVERY ED Patient**   * Select a SALT Triage Category based on actual patient condition |
|  | **Each ED nurse must completely** **fill out at least one GREEN** ~~Triage~~ **Treatment Tag during their shift:**   * Put in name, gender, allergies, age, anatomical location of injuries or illness * Put type of injury/illness in the “Injury Key” * Add vital signs and triage category on the bottom of the Treatment Tag |
|  | On the **opposite** side of the **GREEN** ~~Triage~~ **Treatment Tag**, indicate:   * Treatments * **Brief notes (similar to what you would do in an actual MCI)** |
|  | **Use the Triage Ribbon to attach the GREEN** ~~Triage~~ **Treatment Tag** |
|  | ***Scan EVERY* GREEN** ~~Triage~~ **Treatment Tag into Juvare EMTrack**   * **All tags go into Juvare EMTrack whether applied by EMS or ED** * **If EMS entered patient in Juvare EMTrack, the ED should update that patient, indicating arrival** * **Patients in Juvare EMTrack are used to track hospital participation** |