**All Staff members to retain one copy**

**One copy to remain locally**

**Bank staff to return copy to temporary staffing**

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| **Name Band Ward**  **ward**  |

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| **Staff Competency for TAG Bay Nursing (Enhanced Observation Policy)** | Assessment of staff member knowledge:Y=Achieved, N =Not achieved |
| Each staff member should be able to identify the purpose of a Tagged Bay/room and why a Tagged Bay/Room should be implemented. Also they must be able to confirm the role and responsibilities of the staff member ‘Tagging’ the patients’ bay/room. Competencies should be evaluated after staff members have read and familiarised themselves with the appropriate and most up to date hospital policies, such as Falls Prevention Policy and Enhanced Observation Policy. Staff will also have an awareness of the tagged bay SOP**Describe the concept of a Tagged bay?*** *A Tagged Bay is a way of providing enhanced observation to patients who have been identified as being at higher risk of potential falling episodes, whereby a member of staff is within the bay maintaining direct line of sight of all patients at risk.*

**Who are deemed appropriate patients for a tagged bay/room?** *Patients, who are deemed to be:** *Medium to high risk of falls*
* *Agitated*
* *Distressed*
* *Wandering*
* *Confused*

**Patients requiring 1:1*** *patients who are deemed as needing 1:1 must be on enhanced/special observations and have the correct risk assessment and documentation completed i.e., level 4 risk requiring continuous observation within arm’s length to maintain safety.*

**Who should implement a tagged bay/room? (WNM, DNM, Senior Nurse on shift)*** *The ward manager, deputy ward manager or most senior nurse on duty has the responsibility for implementing a Tagged Bay.*

**How should a ‘Tagged Bay/room’ be identified?*** *With a ‘Tagged Bay’ sign on the bay door or window*
* *Staff member should hold a ‘bay tag identifier’ to highlight that a tagged bay is in operation and that they are responsible for tagging the bay*

**Who can be responsible for a Tagged Bay/room?*** *Any member of staff who has been deemed competent in ‘Bay Tagging’*
* *Training and tagged bay/room competency form completed*

**Can a member of staff leave a tagged bay/ room with no other member of staff taking over in responsibility for ‘Tagging Bay’?** * *NO, a Tagged Bay should NEVER be left unattended at any time*
* *The member of staff MUST hand the ‘tag’ over to an appropriate and competent member of staff identified as taking over the role and responsibilities of the Tagged Bay.*

**If a patient requires personal care within a ‘Tagged Bay’, what must happen if a member of staff assists the patient behind curtains / toileting?** * *Another member of staff should assist the patient OR the ‘tag card’ should be handed over to a competent member of staff who will take over the responsibility for the tagging of the bay.*

**How many patients can be within a ‘Tagged Bay’?** * *Ideally 4 patients could be ‘tagged’ at anyone time, but as many as 6 could be cohorted if nurse in charge considers this appropriate and safe.*

**How often should staff members responsible for ‘Tagged Bay’ be changed?** * *Members of staff responsible for the Tagged Bay should be changed / relieved every 2 hours with another identified competent member of staff taking over the ‘Tagged Bay’.*

 **Do and Don’ts when a ‘Tagged Bay’ is in operation?** ***DO DON’T*** Have patients in view always Leave the bay unattended Interact and engage patient in therapeutic activities Don’t Use mobile phones, or read Establish therapeutic and positive relationship with patient Do not TAG from outside bay Call for additional assistance when required Do not sleep Provide accurate handover to staff taking over Complete appropriate documentation: fluid balance, comfort chartIf patient exhibiting behaviours of concern, utilize the ABC behaviour chart, If patient has a diagnosis of dementia utilise the ‘This is me’ document from Dementia PackIf patient has learning disability/autism use the LD Pack including ‘health passport’ **When can a ‘Tagged Bay’ be discontinued?** * *A Tagged Bay maybe discontinued when WM, DWM or Senior Nurse on shift deems that a Tagged Bay is no longer necessary.*
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| Signature/Name Assesse: Signature/Name Assessor: Date: Annual Assessment - Review Date:Review Date: Annual AssessmentBand: Ward:**Failure to achieve any of the above competencies will require immediate training from the assessor**  |

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