

Process for Employees Going to Emergency Department While at Work

Minor Health Issue

Including but not limited to: Urinary Tract Infections, Ear Infections, Eye Infections, and minor injury not causing serious discomfort, and non-work injury.

If you are experiencing a minor health issue while on duty at work, please follow the below process.

- 1) Report to supervisor/manager that you are going to the Emergency Department to be triaged for a minor health issue, and will report back to your unit and position when complete and cleared by the triage nurse. You do not need to share details with supervisor/manager.
 - 2) Present to the Emergency Department, fill out a green slip, and wait for your name to be called to be triaged.
 - 3) At triage, inform the nurse that you are a staff member and are wishing to return to work until your assessment with the Physician. Please provide an accurate phone number for you to be reached and answer the phone call when you receive it. Not answering affects emergency wait times greatly.
 - a) If triage nurse makes a decision based on your condition that you need to stay in the Emergency Department, you must stay and not return to work. If this is the case, please call to inform your manager/supervisor that you will not be returning to work based on your triage assessment. You will be coded as Sick for the remainder of this shift.
 - 4) After you are triaged, please remain in the Emergency Department until it is your turn to be registered with Emerg. Registration, and then you may proceed back to your work duties.
 - 5) When it is your turn to be seen, you will receive a call on the number you provided. The nurse will instruct you which assessment room to go to in the Emergency Department
- Please note: this is a privilege of being an employee at the hospital. Do not abuse it and arrive late to your assessment. Once you receive your call to be seen, absent an emergency in your primary work area, report to the Emergency Department immediately.
 - You will not be bumped any higher in the queue.
 - It is the Manager's discretion to monitor the frequency of how often the employee leaves their job to go to the Emergency Department.
 - This does not guarantee you will be seen before the end of your shift. If your shift ends and you have not been seen by a physician yet, please sit in the waiting room for your turn.



- For prescription renewals that are not a controlled substance, please do not report to emergency. Please instead call the Renfrew County Virtual Triage and Assessment Centre at 1-844-727-6404.

For Acutely Unwell Health Conditions

Including but limited to: shortness of breath, chest pain, migraine, nausea, vomiting, and other non-work injury.

1. Report to supervisor/manager you are feeling unwell and will not be returning to your unit. State that you are going to the Emergency Department to be seen.
2. Present to the Emergency Department, fill out a green slip, and wait for your name to be called. Don't leave the emergency department.
3. Triage nurse will assess you; if you feel as though you are able to return to work and the nurse states you are not able to return, you must stay in the Emergency Department and not return to work.

Injury While at Work on Duty

Report to your manager/supervisor and present to the Emergency Department.