# Orientation to Birth Suite - CH

Welcome to Birth Suite!
When you arrive please present to the Clinical Midwifery Consultant (CMC). The CMC Office is located beside the main Birth Suite desk. The CMC phone Ext. is 68375 and the Birth Suite NUM’s phone Ext. 68374

Please familiarise yourself with the following:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Location</th>
<th>Completed Date &amp; Sign</th>
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<tbody>
<tr>
<td>Fire Safety</td>
<td>Within the first hour you will need to locate the fire safety equipment including the fire exits and extinguishers &amp; be aware of the evacuation route/s.</td>
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<tr>
<td>Personal Safety</td>
<td>Location of duress alarm and how to activate. Security dect 66147</td>
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<tr>
<td>Emergency Call Process</td>
<td>Met call – # # #</td>
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<td></td>
<td>The emergency trolley is located adjacent to the staff handover room. This requires daily checks. The Peri-mortem C/S Pack is located in the bottom draw of the emergency trolley.</td>
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<td>Call Bell System &amp; annunciator panels</td>
<td>Each Birth Suite has 3 call bells &amp; an annunciator panel (due to sound proofing) to alert staff to calls for assistance in other birthing rooms. 1) Patient buzzer (green) 2) Staff assist (yellow) 3) Emergency (red) The three buzzers have varying sounds to identify the urgency / action required and annunciator panels can be turned on or off.</td>
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<tr>
<td>Communication</td>
<td>All Birth Suite phone numbers are located on the white board in the staff workroom. Details of Dr’s who are rostered on for the next 24 hours are updated each morning. All clinical staff are to carry a dect phone and regularly update the team leader. The CMC is the team leader carries # 68375 dect. The maternity tracking board is to be kept updated at all times with new admissions and discharges. Please ensure your name is beside your allocated women on the tracking board.</td>
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<tr>
<td>Clinical Guidelines</td>
<td>All clinical guidelines can be accessed through QHEPS on all computers in the unit.</td>
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*Developed June 2014: Revised and Updated July 2016, June 2017*
| **Pregnancy Loss Resources** | Located opposite Room 2. Keypad access is C8374. Ensure you coordinate a time to speak with the Pregnancy Loss Coordinator in your supernumerary days to run through resources, legal and business requirements for pregnancy loss.  
The Pregnancy Loss Co-ordinator is available Monday to Friday 0800-1430 phone Ext. 67539. |
| **IeMR / Routine Admission** | I know where to locate the IeMR Resource Manual with cheat sheets. I know to contact the CMC for support if needed for IeMR related issues to help problem solve and troubleshoot.  
All admissions need to be admitted by the ward clerks. If a patient presents after 2300hrs the ward clerks in emergency need to be contacted to do the admission. Ensure that the correct ‘inpatient’ labels are used on all documentation.  
I know where to find the phone numbers for Birthsuite, Ward Clerk and A/H Emergency Ward Clerk |
| **Daily Checks** | All Birth Suite rooms, assessment rooms and the treatment room should be checked and restocked on a shift by shift basis. In each Birth Suite there is a checklist provided.  
I know the process for having the Birth Suite rooms cleaned and restocked after a woman has birthed and transferred to the Maternity Ward |
| **Lockers and Amenities** | Staff lockers are available for your personal items. The lockers are located in the staff tearoom and all lockers available for use have a key provided in them for your shift. A staff shower and toilet are located either side of the centre hallway leading to the staff tearoom. |
| **Infant Resuscitaire** | There is a Panda resuscitaire in Birth Suite - located outside room 8. Each birthing room has a Cosy Cabinet in it that is required to be checked each shift as part of clinical bedside handover and if used it is the responsibility of the midwife present to clean and restock. Advanced neo-resus equipment and drugs are kept in the red bag opposite Birth Suite 8. |
| **Warming Cupboard** | There are 2 warming cupboards  
1) in the adjacent corridor outside room 7  
2) in the hallway leading to the tea room |
| **Caesar trolley/ Caesar transport cot** | The Stryker patient transport trolley is located outside room 4. The Caesar neonatal transport cot and a baby cot are in the hallway leading to the tea room. These need to be checked each shift. |
Phone Advice

There is a Birth Suite telephone advice form located at the main desk beside the phone to record all phone calls from patients. Please ensure you get the patients correct details including name, DOB and UR if available. Once you have finished the call please call a ward clerk to retrieve the chart and file the telephone advice form in the front of the chart.

Trendcare and PDC Exception Report

Trendcare is available on all computers in Birth Suite - it is your responsibility to ensure this is completed for your nominated patients.

Treatment Room

The treatment room has medications including Dangerous Drugs, a drug fridge, all IV fluids, epidural set-up trolleys, glucometer, PPH box, PET box, Rapid Infusion box, adult resus drugs and fFN machine and kits.

Lactate Machine

Located in the corridor outside room 6. Requires a weekly check on a Sunday.

Bedside U/S Machine

Located in the corridor outside room 6.

Kiwi Cups / Forceps

Kiwi cups are in each delivery trolley in the birthing rooms. Extra kiwi cups and all forceps are located in the blue bins on the wall outside room 7.

Newborn Scales

There are 2 sets of scales, both located in the corridor outside rooms 5 & 6

- Other items to familiarise yourself with include:
  - Lamson Tube
  - Waiting room and public toilet
  - Specimen fridge
  - IOL book
  - DPAS book
  - Child safety information folder
  - Ice machine and water jugs
  - Mobile entonox blenders
  - Mattresses and birth stool

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