

Emergency Department Signage Progress Checklist

	Name of person responsible	Date Commenced	Date Completed	Signed
Signage review commenced				
ED Signage working party commenced				
Person responsible nominated				
Staff and consumer involvement:				
– Consumer representatives				
– Medical				
– Nursing				
– Allied health				
– Clerical				
– Support staff				
– Health care facility representative				
– Signage consultant				
Diagnostic/ identify deficits				
Interview ED staff				
Walk through “tagalongs” with staff				
Walk through “tagalongs” with patients				
Observations				
Photographic journal				
Signage specifications				
Signage is according to ACEM policies and standard terminology				
Signage including symbols considered				
Accompanying wording for each symbol				
Signage as per Australian Standards				
Temporary signage implemented				
Electronic signage implemented				
Signage is clear and visible e.g. free of obstruction				
Signage is free from clutter				
Entrance signage clearly visible				
Entrance identifiable				
Directional signage visible				
Evaluation post signage update				

R Apelt, J.Crawford & D. Hogan (2007) Wayfinding System Audit, Icon.Net.Pty.Ltd, Brisbane Australia

Department of Human Services (2006) Emergency Signage Improvement Initiative/Emergency Departments, Final Draft, Victoria.