

Standard Work

Job Name	Patient In-Room Whiteboard	Objective: To ensure that the patient-in room whiteboard is populated on a daily basis and updated as necessary throughout the day and/or patient stay by the appropriate care team member	Date: 14-Jan-16 Owner: SOP Office
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Process Steps	Freq	Visual Aid
1 Nurse - using the marker write the date (e.g.. Thursday Jan. 14, 2016) in the space provided when introducing yourself to the patient and/or at the start of shift (update as necessary)	daily	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>ROOM #: _____</p> <p>TODAY'S DATE:</p> <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; margin: 5px auto; display: flex; align-items: center; justify-content: center;">1</div> <p>NURSE NAME:</p> <p>PHYSICIAN NAME:</p> <p>DIET:</p> <p>DISCHARGE STATUS:</p> <p>You will be leaving the hospital on this date: _____</p> <p>Your discharge time is:</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="text-align: center;"> <div style="width: 15px; height: 15px; background-color: green; border-radius: 50%; margin: 0 auto;"></div> </div> <div style="text-align: center;"> <div style="width: 15px; height: 15px; background-color: yellow; border-radius: 50%; margin: 0 auto;"></div> </div> <div style="text-align: center;"> <div style="width: 15px; height: 15px; background-color: red; border-radius: 50%; margin: 0 auto;"></div> </div> </div> </div> <div style="width: 30%;"> <p>PHONE EXT #: _____</p> <p>TODAY'S PLAN:</p> <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; margin: 5px auto; display: flex; align-items: center; justify-content: center;">6</div> <p>MOBILITY:</p> <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; margin: 5px auto; display: flex; align-items: center; justify-content: center;">7</div> </div> <div style="width: 30%; text-align: right;"> <p>WHAT IS IMPORTANT TO YOU?</p> <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; margin: 5px auto; display: flex; align-items: center; justify-content: center;">8</div> <p>LEADERSHIP ROUNDS:</p> <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; margin: 5px auto; display: flex; align-items: center; justify-content: center;">9</div> <p>COMFORT ROUNDS:</p> <p>A nurse will be back at approximately...</p> <div style="text-align: center; margin-top: 5px;"> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> <div style="text-align: center; margin-right: 5px;">11</div> <div style="text-align: center; margin-right: 5px;">12</div> <div style="text-align: center; margin-right: 5px;">1</div> <div style="text-align: center; margin-right: 5px;">2</div> <div style="text-align: center; margin-right: 5px;">3</div> <div style="text-align: center; margin-right: 5px;">4</div> <div style="text-align: center; margin-right: 5px;">5</div> <div style="text-align: center; margin-right: 5px;">6</div> <div style="text-align: center; margin-right: 5px;">7</div> <div style="text-align: center; margin-right: 5px;">8</div> <div style="text-align: center; margin-right: 5px;">9</div> <div style="text-align: center; margin-right: 5px;">10</div> </div> </div> </div> </div>
2 Nurse - write your name in the space when introducing yourself to the patient and/or at the start of shift (update as necessary)	per shift	
3 Nurse - write the Most Responsible Physician's (MRP) name in the space when introducing yourself to the patient and/or at the start of shift (update as necessary)	as needed	
4 Nurse - write any dietary restrictions and/or concerns in the space (update as necessary)	as needed	
5 Nurse - put a check mark in the appropriate circle to display the patient's Red/Yellow/Green status, and expected discharge date/time as communicated at Care Rounds (update as necessary)	daily/as needed	
6 Care Team - write the patient's daily goals and procedures including discharge and plan of care actions from Care Rounds	daily	
7 Occupational Therapist, Physiotherapist, Ambulation Aide, Nurse - write information related to mobility, equipment aids, range of motion goals, etc. in the space (update as necessary)	as needed	
8 Nurse - inform the Patient, Patient Support Person, Family Member that they can document any questions/concerns/comments that they may wish to have communicated to the care team in the space (update as necessary)	as needed	
9 Unit Leader - write the date and your initials when a leadership round has taken place in the space (update as necessary)	per stay	
10 Nurse - circle the approximate hour on the clock (i.e. Q2h) that the patient can expect you to return for next comfort round	per shift	
11 Cleaning - use disinfectant wipe to clean portions of the board requiring changes/updates during the patient's stay		