




Emergency Department 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: 1-Dec-17 Owner: Jeff Theriault
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Process Steps	Freq	Visual Aid
1 Nurse - using a dry erase marker write the date (e.g.. Thursday Jan. 4, 2018) 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; align-items: center;"> <div style="width: 45%;"> <p>TODAY'S DATE:</p> <p style="text-align: center;">①</p> <p>NURSE NAME:</p> <p style="text-align: center;">②</p> <p>PHYSICIAN NAME:</p> <p style="text-align: center;">③</p> <p>DIET:</p> <p style="text-align: center;">④</p> <p>MOBILITY:</p> <p style="text-align: center;">⑥</p> </div> <div style="width: 10%; text-align: center;">  <p>PLAN OF CARE:</p> <p style="text-align: center;">⑤</p> </div> <div style="width: 40%;"> <p>YOUR QUESTIONS FOR THE CARE TEAM:</p> <p style="text-align: center;">⑦</p> <p>COMFORT ROUNDS:</p> <p style="text-align: center;">A Care provider will be in to assess you every 1-2 hours</p> <p style="text-align: center;">⑧</p> </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/as needed	
3 Nurse - Once an emergency physician has assessed the patient, write the physician name on the board.	as needed	
4 Nurse - write any dietary restrictions and/or concerns in the space (update as necessary)	as needed	
5 Care Team - write the patient's Plan of Care and procedures including discharge and updates from Care Rounds	daily	
6 Physiotherapist, Nurse - write information related to Mobility, equipment aids, range of motion goals, etc. in the space (ex: 2 person assist, bed ridden)	as needed	
7 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	
8 Nurse - Discuss with the patient that a Care Provider will be in to assess you every 1-2 hours. time	through shift	
9 Cleaning - use dry wipe to clean portions of the board requiring changes/updates during the patient's stay	always	

 	Revision Date : Nov 16 2018 Review Date: Nov 2019
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