

Standard Work-Mental Health

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: Dec. 14, 2017 Owner: Krista Warren
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Process Steps	Freq	Visual Aid
1	Nurse - using a dry erase 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)	
2	Nurse - write your name in the space when introducing yourself to the patient and/or at the start of shift (update as necessary)	
3	Nurse - write the Pyschiatrist's name in the space when introducing yourself to the patient and/or at the start of shift (update as necessary)	
4	Nurse/Social Worker -write the Social Worker's name in the space provided.	
5	Nurse -to write the targeted discharge date, update after Care Rounds/ Physician round and correlate with patient discussion to achieve goals	
6	Nurse and/or Social Worker - write Goals for the Day and how to achieve them in consultation with the care team and patient	
7	Nurse and/or Social Worker - write Goals for the Week and how to achieve them in consultation with the care team and patient	
8	Nurse - write Daytime and Evening plans in space provided and review with patient	
9	Nurse/Social Worker - write any other notes that may be necessary for patient (ie: family meeting date, reminders, etc.)	
10	Unit Leader - write the date and your initials when a leadership round has taken place in the space (update as necessary)	
11	Nurse - circle the approximate hour on the clock (i.e. Q4h) that the patient can expect you to return for next comfort round	
12	Cleaning - use disinfectant wipe to clean portions of the board requiring changes/updates during the patient's stay	

Revision Date : Nov 16,2018

Review Date: Nov 2019