

Lilliane Brady Village

Registered Nurse - Duty Guide HR 6a

Day Shift 7.00a.m. - 3.30p.m.

- 7am** Receive hand over from night duty staff for both Hostel & Nursing Home residents.
- 7.30am** **Attend/delegation of:**
Insulin or A.C. medication orders.
BSLs (Monday, Friday & daily)
Showering and dressing of residents who wish to rise and making of beds.
Change bed linen as per rotation (see list over).
Residents shaving and grooming as required (*part of showering routine*).
Removal of facial hair - women and men (*part of showering routine*).
- 7.50am** Assist residents to dining room for breakfast.
Inform kitchen staff of any residents who are sleeping in and require breakfast to be put aside or any trays required.
- 8am** **Attend/delegation of:**
Medication administration as ordered.
Feeding and monitor fluid and nutritional intake of all residents.
Toileting as requested or required post breakfast according to continence management programs.
Movement of resident to day room or other areas as requested / appropriate.
Continue making beds and assisting any residents who have remained in bed to shower, dress and attend dining room for breakfast.
Ensure residents are clean, tidy - that shaves / hair removal and grooming has been attended.
- Residents involved in recreational activities, should be ready & assisted to attend same.
Kitchen staff are to be notified of any residents who will not be in for lunch.
Ward tidy, including re-stocking towels and washers, removing personal items from bathrooms and placing in resident's toiletry bags or lockers, sanitising tooth bowls etc. Tidying of toiletry bags, lockers, wardrobes as per schedule.
- 9.00am** PEG Flushes & medications

Attend specialised/complex health care treatments as per Nursing Care Plan.
- 10am** Assist/monitor resident's morning tea to ensure adequate intake
Staff morning tea (20 minutes) is to be taken after 10.30a.m. and completed by 11 a.m.
- 11am** Following morning tea assist/supervise residents with toileting as requested or required according to continence management programs/care plans.
Supervise/assist any personal/nursing care requirements as necessary i.e. nails (as per schedule), application of creams, physiotherapy and rehabilitation programs.
- 11.30am** **Attend/delegation of:**
A.C. medications as ordered.
Pre-lunch BSLs
Toileting of residents where requested or required prior to lunch.
Assist residents to dining room for lunch.
- 12noon** **Attend/delegation of:**
Administration of medications as ordered.
Resident feeds and monitor fluid and nutritional intake of all residents.
Assist with toileting as requested or required post lunch.

Day Shift 7.00a.m. - 3.30p.m. (continued)

- 1pm** **Attend/delegation of:**
Assistance for residents who require bed rest (check care plans) and as requested by residents.
Ensure all residents are settled post lunch i.e. comfortably in day room, on veranda, outside or where requested.
PEG Flushes & medications
Assistance with toileting of residents as requested or required.
- 1.30pm** Staff lunch (30 minutes).
- 2pm** **Attend/delegation of:**
Resident documentation – progress notes, assessments, care plans, ACFI, daily running sheet.
- 2.30pm** Give handover to afternoon staff.
- 3pm** Continue with documentation, consulting with afternoon staff to review and update care plans.
Write in reports allocated to day shift. Enter any irregular events in progress notes.
- 3.30pm** Finish shift.

N.B. RN to complete or delegate to staff on shift:

- **Document exceptional circumstances, complete assessments & update care plans to reflect change in care needs.**
- **RN is responsible for overseeing of all hostel residents for all shifts. RN required to assess and monitor unwell hostel residents.**
- **Medical & Pharmacy Stores** - stocktake to be completed by N/D RN on 1st Saturday of each month. Check stores order book for any requests. Place completed order/stocktake form in Administration Office – ‘In Tray’ for online ordering.
- **Linen order** – Monday N/D - linen stocktake attended prior to new linen being unpacked & counted (linen order forms located behind nurses station in filing cabinet). Place completed order/stocktake form in Administration Office – ‘In Tray’ for online ordering.
- **Change of orders for medications**, Non-packed items checked Monday N/D (list in front of medication folder) and list of miscellaneous items required to be finalised and faxed, to pharmacist Tuesday so Webster Paks can be filled by Thursday afternoon. Prescriptions will be dropped to chemist by admin officer.
- **Stock or personal items** required for residents to be listed and give to A.D.O.N. as required.
- **Maintenance** requirements to be noted in handyman book in staff room. Any unsafe conditions to be reported to Director of Nursing as soon as practicable.
- **Attend “Scheduled Duties” HR06b.1 and sign HR06b.2** (*kept in folder at nurses station, staff to sign when duties attended*). Ensuring all scheduled duties for shift have been completed/signed & following up on any uncompleted scheduled duties with EN/AINs on shift.
- **DD’s checked weekly on Monday N/D** and recorded in Form 9 Register. Any additional requirements to be entered into Dr’s request book & pharmacy order book.
- **Schedule for Linen Change, Nail Care, Tidying of locker drawers & wardrobes, hair washing, toiletry bags:-**

RORTATION

- **Monday - Ward A**
- **Tuesday - Ward B**
- **Wednesday - Ward C & D**
- **Thursday - Ward E, F & G**
- **Friday-Ward H, I, J & K**

Afternoon Shift 2.30p.m. - 11.00p.m.

- 2.30pm** Commencement of shift. Handover from day shift.
Assist day staff with updating of care plans as required.
- 3pm** **Attend/delegation of:**
Assist residents with afternoon tea.
Staff afternoon tea (20 minutes).
- 3.45pm** **Attend/delegation of:**
Commence afternoon showers as per N.C.P., assist with toileting as requested or required according to continence management programs.
- 4.30pm** **Attend/delegation of:**
Attend BSLs, A.C. medications as ordered.
Assist residents to dining room for evening meal.
- 5pm** **Attend/delegation of:**
Attend medications as ordered.
Assist with feeds and monitor fluid and nutritional intake of all residents.
- 6pm** **Attend/delegation of:**
Assist with toileting as requested or required post evening meal.
Assist residents to re-settle in lounge area or as requested post meal.
- 6.30pm** **Attend/delegation of:**
Assist those who wish to go to bed early, settle remainder of residents as requested or required.
(NB Residents may choose their own bedtime.)
- 7pm** **Attend/delegation of:**
Supper for residents.
- 7.30pm** Evening meal for staff.
Wash supper dishes.
Give aperients as required, check care plans and bowel chart.
- 9pm** Received handover from PC
Attend/delegation of:
Continue to assist residents to go to bed as desired.
Tidy day room - no clothes, shoes or personal items to be left on or around chairs. Arrange furniture tidily, ensure no chairs or other objects clutter passageways or obstruct hand rails. Clean all chairs with neutral detergent, including those in hallway, foyer and quiet room, change covers if necessary.
Write in reports allocated to afternoon shift or every shift.
Enter any irregular events in progress notes.
Update assessments & care plans as necessary.
- 10pm** Give night sedation and other medications as ordered.
Attend round of all patients, including hostel residents, to check if settled, check for incontinence and attend 2nd hourly P.A.C. as required.
Check building is secure, ensuring all main doors are locked. Ensure outside security lights are on.
- 10.45pm** Give hand over to night staff for both nursing home & hostel residents.
- 11pm** End shift.

Afternoon Shift 2.30p.m. - 11.00p.m. *(continued)*

N.B. RN to complete or delegate to staff on shift:

- **Document exceptional circumstances, complete assessments & update care plans to reflect change in care needs.**
- **RN is responsible for overseeing of all hostel residents for all shifts. RN required to assess and monitor unwell hostel residents**
- **ALL Webster packs** to be checked against Doctors orders every Thursday by night staff. Note any discrepancies, complete Medication Incident Form and leave for ADON to follow up.
- **Maintenance** requirements to be noted in handyman book in staff room.
- **Stock or personal items** required for residents to be listed and given to A.D.O.N. or D.O.N.
- **Any unsafe conditions** to be reported to Director of Nursing as soon as practicable.
- **Attend “Scheduled Duties” HR06b.1 and sign HR06b.2** *(kept in folder at nurses’ station, staff to sign when duties attended)*. Ensuring all scheduled duties for shift have been completed/signed & following up on any uncompleted scheduled duties with EN/AINs on shift.
- **Schedule for Linen Change, Nail Care, Tidying of locker drawers & wardrobes, hair washing, toiletry bags:-**

RORTATION

- **Monday - Ward A**
- **Tuesday - Ward B**
- **Wednesday - Ward C & D**
- **Thursday - Ward E, F & G**
- **Friday - Ward H, I, J & K**

Night Shift 10.45.m. - 7.15a.m.

- 10.45pm** Commencement of shift.
Receive hand over from afternoon staff.
Attend round of all residents.
Check all exit doors are locked.
- 11pm** Clean flotation chairs, wheelchairs & lounge chairs with neutral detergent *if not done by evening shift*.
Attend to extra duties list. Restock continence pads cupboard. Write up Hostel running sheet ensure that appropriate information is transferred eg evaluations, ACFI, ABs, Daily BP or obs and dressings.
Restock shoe covers & aprons in each bathroom. Attend to any filing of resident's notes.
Complete evaluation of Care Plans as scheduled for the month for nursing home & hostel.
- 12 MN** Attend nursing home round completing continence care and attend P.A.C. as required.
Attend any special orders as per Nursing Care Plans.
Check Nursing Care Plans and update as required-evaluate care plans in progress notes as per schedule.
Enter any irregular events in residents' progress notes throughout night.
- 1am** Attend hostel round, checking all residents except those who have requested not to be checked during the night *see list on whiteboard at nurses' station*.
Attend residents' needs, answering call bells in both nursing home and hostel rooms.
Continue checking of Nursing Care Plans and update as required.
- 2am** Attend nursing home round completing continence care and attend P.A.C. as required.
Attend any special orders as per Nursing Care Plans.
- 3am** Half hour on call meal break
Attend residents' needs, answering call bells in both nursing home and hostel rooms.
- 4am** Attend nursing home round completing continence care and P.A.C. as required.
Attend any special orders as per Nursing Care Plans
- 5am** Write reports - include all exceptional events e.g. falls, not sleeping etc. Ensure reports allocated for ND and ACFI reports for both Hostel and Nursing Home are attended.
Fill in running sheet for ND.
- 5.30am** Put out soiled linen trolley for morning shift. Turn on heaters in bathrooms during winter. Bring lifters **with batteries** and place in ward for day shift. Bring out 'red bagged' clothes skip.
Attend round in hostel. Unlock front door.
- 6am** Attend nursing home round completing continence care and P.A.C. as required.
Attend any special orders as per Nursing Care Plans
Turn off outside security lights.
Attend to medications as ordered.
- 6.15am** **Commence showering and dressing of residents who are awake**, in preparation for day.
***N.B.** Residents are to be allowed to sleep in if they request or if their condition warrants it. Residents who are awake &/or are soiled can be showered prior to 7am so long as they are given a drink then settled comfortably until breakfast. i.e. back in a clean bed, recliner chair or flotation chair.*
Empty dirty linen bags
- 6.30am** Hand over to PC for Hostel residents (*include any changes in care needs & exceptional circumstances*).
- 7am** Hand over to Nursing Home day shift nursing staff.
Hand over to day RN for Hostel residents (*include any changes in care needs & exceptional circumstances*).
- 7.15am** Finish shift.

Night Shift *(continued)*

N.B. RN to complete or delegate to staff on shift:

- Document exceptional circumstances, complete assessments & update care plans to reflect change in care needs.
- RN is responsible for overseeing of all hostel residents for all shifts. RN required to assess and monitor unwell hostel residents
- N/D RN to check & record medications fridge temperature (*check that Hostel medication fridge temperature has also been recorded*)
- DD's checked weekly on Monday N/D and recorded in Form 9 Register. Any additional requirements to be entered into pharmacy request book & pharmacy order book.
- Maintenance requirements to be noted in handyman book in staff room.
- Clean and tidy linen storage Sunday night ready for linen delivery Monday.
- Check linen storage cupboard & count current stock (*before unpacking linen received*), count clean linen received as unpacking and stored in label area in clean linen cupboard from trolley and enter counts on order form - **Monday-N/D**. *Place order form in admin office 'in tray' for online ordering in AM.*
- Check ALL new Webster packs against doctors orders every **Thursday**, noting any discrepancies, completing a medication incident form and leave for A.D.O.N. to follow up.
- Any unsafe conditions to be reported to Director of Nursing as soon as practicable.
- Attend "Scheduled Duties" HR06b.1 and sign HR06b.2 (*kept in folder at nurses station, staff to sign when duties attended*). Ensuring all scheduled duties for shift have been completed/signed & following up on any uncompleted scheduled duties with EN/AINs on shift.
- Medication Charts Medication charts are valid for 3 moths only. Printed charts need additional pages attached –*maximum of two pages attached.*

Note in pharmacy book and doctors book if new medication charts required – N/D 3rd Monday of month.

- Schedule for Linen Change, Nail Care, Tidying of locker drawers & wardrobes, hair washing, toiletry bags:-

RORTATION

- Monday - Ward A
- Tuesday - Ward B
- Wednesday - Ward C & D
- Thursday - Ward E, F & G
- Friday - Ward H, I, J & K

Attach a copy of *HR 06b1 - Scheduled Duties List Nursing Home* to RN Duty Guide for all new RNs