

EN / AIN Duty Guide HR 6b

6.30 a.m. – 9.30am Shift

- 6.30am Report to night RN and receive handover of any changes in residents' condition.
Check running sheet for any changes in orders.
Assist with showering and dressing of residents who wish to rise prior to breakfast, bed linen is changed as per rotation on schedule.
Assist residents with 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 as they are showered.
- 8.00am Continue with showers, whilst day staff assists residents with breakfast.
Day staff to assist with transfers where necessary.
- When showers complete assist with residents breakfast. Attend feeds, ensure all residents have adequate fluid intake.
- Assist residents to toilet if necessary post breakfast & ensure residents clean, tidy & shaves have been attended. Assist residents to move from dining table to sit in lounge chairs in day room or other areas as appropriate or as requested or attend activities program.
- Attend documentation, fill in charts eg bowel, ACFI documentation
- 9.30am Report to RN prior to going off duty.

N.B.

- * **Maintenance requirements to be noted in handyman book in staff room.**
- * Any **unsafe conditions** to be reported to Assistant 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)
- * **Schedule Rotation for:-**
 - **Linen Change**(*am shifts*)
 - **Nail Care**(*am + pm shifts*)
 - **Tidying of locker drawers** (*am shifts*)
 - **Tidy wardrobes** (*pm shifts*)
 - **Tidy Toiletry bags** (*night shifts*)

ROTATION:

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

7.00 a.m. – 1.00 p.m. Shift

- 7.00a.m. Receive hand-over from night staff when R.N. arrives.
Assist with showering and dressing of residents who wish to rise prior to breakfast, bed linen changed as per rotation (see list over).
Assist residents with shaving and grooming as required (*part of showering routine*).
Removal of facial hair - women and men (*part of showering routine*).
- 7.50a.m. Assist residents to dining room for breakfast (it is not necessary to have completed all showers prior to 8.00 a.m.).
- 8.00a.m. Assist residents with breakfast, ensure all residents have adequate nutritional & fluid intake. Assist residents still in bed to have breakfast.
Assist residents with toileting upon request or according to continence management programs.
Assist residents to move from dining table to lounge chairs in day room or other areas as appropriate or as requested. Ensure residents clean, tidy & shaves have been attended.
Continue making beds and assist any residents who have remained in bed to shower, dress and attend daily activities.
- 9.30a.m. Ensures residents who attend Activities are clean, tidy, shaved and any treatment attended as per Nursing Care Plan.
Inform kitchen of any resident that will be out for lunch.
- 9.45a.m. Attend ward tidy, collecting all dirty cups etc, tidy all bathrooms, turn off lights and heaters in bathrooms, return wheel chairs, lifters to storage area and ensure all windows are open to allow rooms to air. Ensure all personal items are returned to resident's locker or toiletry bags.
As per rotation - tidy draws
Place tooth mugs and bowls through utensil sanitizer, urinals & pans through pan sanitiser.
Return excess unused continence aids to storage area. Restock linen trolley. Empty dirty linen trolleys and replace bags.
All towels and washers are to be hung on locker rail, restock as necessary; spare pillows are to be placed in cupboards.
Bed bumpers to be stored in wardrobes, if insufficient room place on bed under quilt / doona.
- 10.00a.m. Assist residents with morning tea and ensure adequate fluid intake of all residents.
- 10.30a.m. Staff morning tea is to be taken after 10.30a.m. & before 11.00 a.m. (20 minutes)
- 11.00a.m. Attend P.A.C. and toilet needs as requested and/or required by resident.
Attend to any special orders as per Nursing Care Plan such as physiotherapy, rehabilitation programs, dressings, nails and application of creams.
B.P.'s, Temps, Resps. are attended Last week of the month or P.R.N.
- 11.30a.m. Assist with toileting of residents where requested or required prior to lunch.
Assist residents to dining room for lunch.
- 12noon Assist with cutting up and feeds as necessary. Encourage residents to have adequate nutritional and fluid intake.
Assist with toileting as requested or required.
Re-settle residents appropriately post-lunch i.e. rest period on bed; sit quietly in chair, out in garden or as requested.

7.00 a.m. – 1.00 p.m. Shift - Continued

1pm Document care given, exceptional reports.
Report to RN any changes in resident condition, maintenance requirements prior to finishing shift.

N.B.

- * **Maintenance requirements to be noted in handyman book in staff room.**
- * Any **unsafe conditions** to be reported to Assistant 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)
- * **Schedule Rotation for:-**
 - **Linen Change**(*am shifts*)
 - **Nail Care**(*am & pm shifts*)
 - **Tidying of locker drawers** (*am shifts*)
 - **Tidy wardrobes** (*pm shifts*)
 - **Tidy Toiletry bags** (*night shifts*)

ROTATION:

- **Monday - Ward A & B**
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- **Friday-Ward L, M, N, O**

Day Shift 7am to 3.30pm

- 7.00a.m. Receive hand-over from night staff when R.N. arrives.
Assist with showering and dressing of residents who wish to rise prior to breakfast, make beds, change linen as per rotation (see list over).
Assist residents with shaving and grooming as required (*part of showering routine*).
Removal of facial hair - women and men (*part of showering routine*).
- 7.50a.m. Assist residents to dining room for breakfast (it is not necessary to have completed all showers prior to 8.00 a.m.).
Assist residents still in bed to have breakfast.
- 8.00a.m. Assist residents with breakfast, ensure all residents have adequate nutritional & fluid intake.
Assist residents with toileting upon request or according to continence management programs.
Assist residents to move from dining table to lounge chairs in day room or other areas as appropriate or as requested. Ensure residents clean, tidy & shaves have been attended.
Continue making beds and assist any residents who have remained in bed to shower, dress and attend daily activities.
- 9.30a.m. Ensures residents who attend Activities are clean, tidy, shaved and any treatment attended as per Nursing Care Plan.
Inform kitchen of any resident that will be out for lunch.
- 9.45a.m. Attend ward tidy, collecting all used cups etc, tidy all bathrooms, turn off lights and heaters, return wheel chairs, lifters to storage area and ensure all windows are open to allow rooms to air.
As per rotation - tidy top draws
Ensure all personal items are returned to residents' locker or toiletry bags. Tidy toiletry bags, locker drawer, wardrobe as per schedule.
Place tooth mugs, urinals & pans through appropriate sanitizer.
Return excess / unused continence aids to storage area. Restock linen trolley. Empty dirty linen trolleys and replace bags.
All towels and washers are to be hung on locker rail; spare pillows are to be placed in cupboards.
Re-stock towels and washers, ensure all personal items are removed from bathrooms and place in resident's toiletry bags or lockers.
Fill linen trolley and empty dirty linen
- 10.00a.m. Assist residents with morning tea and ensure adequate fluid intake of all residents.
- 10.30a.m. Staff morning tea is to be taken after 10.30 a.m. and before 11.00 a.m.
- 10.45-11a.m. Attend P.A.C. and toilet needs as requested and/or required by resident.
Attend to any special orders as per Nursing Care Plan such as physiotherapy, rehabilitation programs, dressings, nails (as per schedule) and application of creams.
B.P.'s, Temps, Resps. weights are attended last week of the month and P.R.N.
- 11.30a.m. Assist with toileting of residents where requested or required prior to lunch.
Assist residents to dining room for lunch.
- 12noon Assist residents with meals i.e. cutting up and feeds as necessary. Encourage residents to have adequate nutritional and fluid intake.
Assist with toileting as requested or required.
Re-settle residents appropriately post-lunch i.e. rest period on bed, sit quietly in chair, out in garden or where requested.
Attend daily resident documentation eg. progress notes, ACFI, care plans, running sheet.

Day Shift 7am to 3.30pm (continued)

- 1.30.pm. Staff lunch.
- 2.00pm Assist with toileting as requested or required.
Continue with resident documentation - progress notes, ACFI, care plans, running sheet.
Check scheduled duties list & sign when duties attended
- 2.30pm **Set up for evening shift**
- preparing residents clothes for night (on bed) & next day (on chair)
 - Put out continence aids for night & next day
 - Slings for residents requiring transfers with ceiling hoist
 - Put out towel & washers for face & perri wash / penile toilets
 - Put out toothbrush, toothpaste & denture containers
 - Ensure water/cups/glasses on bedside cupboard for all residents.
 - Tidy cupboards as per rotation & remove any excess coat hangers from all cupboards
 - Assist residents with toileting as required/requested.
- 2.45p.m. Give handover to afternoon staff if R.N. is not in attendance
- 3.00p.m Continue with documentation, consulting with afternoon staff to review and update care plans. Fill out continence and bowel charts.
- 3.30p.m. Report to RN prior to going off duty

N.B. *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)
- * **Schedule Rotation for:-**
 - **Linen Change**(*am shifts*)
 - **Nail Care**(*am & pm shifts*)
 - **Tidying of locker drawers** (*am shifts*)
 - **Tidy wardrobes** (*pm shifts*)
 - **Tidy Toiletry bags** (*night shifts*)

ROTATION:

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4.00pm-9.30pm Shift

4.00pm. Assist with afternoon showers as per N.C.P. - if residents wish they may have evening meal in night attire.
Assist with toileting as requested or required according to continence management programs, prior to evening meal.
Start folding down beds (ensuring lambs wools & ‘Slippery Sams’ for those requiring them)

5.00p.m. Assist residents to dining room for evening meal, set up residents who are in bed for evening meal.
Assist residents with meal and feeds. Encourage adequate nutritional and fluid intake for all residents. Take meals to those who are in bed & assist as required.

6.00p.m. Assist residents to re-settle in lounge area or as requested post meal, to watch TV if they wish. Assist those residents **who wish** to go to bed early.

Ensuring

- Face & perri washes / penile toilets are attended.
- **Teeth cleaned** and/or **dentures** removed, cleaned & soaked in denture bowls.
- Dentures soaked in **Steradent Sunday & Wednesday nights**
- **Sorbolene** is applied to limbs for hydration of skin or **aromatherapy** if applicable
- **Bumpers & bedrails** in place for those who require / request them
- Aids placed away eg frames at bedside & wheelchair/floatation chairs in storage room (unless resident needs them for nocte toileting).
- Put **glasses** away, remove **hearing aides** & turn them off before storing
- Leave areas tidy, bedside table clean & against wall. Check bathroom, return any personal items to residents’ bedside cupboard, empty rubbish, dirty clothes, and position chairs/commodes against walls. Ensure 2 towels & 2 washers on each locker

7.30p.m. Staff evening meal (30 minutes).

8.00p.m. Prepare and serve residents supper, ensuring that all residents have access to appropriate fluids over night.

8.30p.m. Settle remainder of residents as needed / requested - to retire to bed. (*refer to note at 6pm- for requirements when settling residents to bed.*)

- Attend any treatments as per N.C.P. such as physiotherapy, dressings, and rehabilitation programs.
- Empty bins in bathrooms, collect/sort washing & empty skips as required
- Wash supper dishes, empty dishwasher & turn off (in kitchen). Fill urn in staff room & check all dishes are washed & put away.
- Strip off all floatation chairs, wheelchairs etc. & wipe over with neutral detergent, hang lambs wools over back of chairs, wet/soiled/dirty linen to be put out for laundering (*time permitting or **inform night shift if chairs not attended***).
- Document exceptional events in progress notes.
- Tidy lounge room - no clothes, shoes, personal items etc. to be left on or around chairs, change covers on chairs if necessary or leave over back of chairs.
- Tidy pan, utility rooms and nurses station
- Check scheduled duty list & sign when attended

9.30p.m. Report to RN any changes in resident condition, maintenance requirements prior to finishing shift.

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

- 2.30p.m. Hand over from day shift.
- 3.00p.m. Assist residents with afternoon tea, encourage all residents to take adequate fluids.
- 3.15p.m. Staff afternoon tea (10 minutes).
- 3.35p.m. Commence afternoon showers as per N.C.P. - **if residents wish** they may have evening meal in night attire.
Assist with toileting as requested or required according to continence management programs.
Start folding down beds (ensuring lambs wools & ‘Slippery Sams’ for those requiring them)
- 4.45p.m. Assist residents to dining room, set up residents who are in bed for evening meal.
- 5.00p.m. Assist residents with meal and feeds. Encourage adequate nutritional and fluid intake for all residents. Take meals to those who are in bed & assist as required.
Assist with toileting as requested / required.
- 6.00p.m. Assist residents to re-settle in lounge area or as requested post meal, to watch TV if they wish.. Assist those residents **who wish** to go to bed early.
- Ensuring**
- Face & perri washes / penile toilets are attended.
 - **Teeth cleaned** and/or **dentures** removed, cleaned & soaked in denture bowls.
 - Dentures soaked in **Steradent Sunday & Wednesday nights**
 - **Sorbolene** is applied to limbs for hydration of skin or **aromatherapy** if applicable
 - **Bumpers & bedrails** in place for those who require / request them
 - Aids placed away eg frames at bedside & wheelchair/floatation chairs in storage room
 - Put **glasses** away, remove **hearing aides** & turn them off before storing (unless resident needs then for nocte toileting).
 - Leave areas tidy, bedside table clean & against wall. Check bathroom, return any personal items to residents’ bedside cupboard, empty rubbish, dirty clothes, and position chairs/commodes against walls. Ensure 2 towels & 2 washers on each locker
- 7.30p.m. Staff evening meal (30 minutes).
- 8.00p.m. Prepare and serve residents supper. Ensure water jugs are filled & each resident has a glass/cup & have access to appropriate fluids over night.
- 8.30p.m. Settle remainder of residents as needed / requested - to retire to bed. (*refer to note at 6pm- for requirements when settling residents to bed.*)
- Attend any treatments as per N.C.P. such as physiotherapy, dressings, and rehabilitation programs.
 - Empty bins in bathrooms, collect/sort washing & empty skips as required
 - Wash supper dishes, empty dishwasher & turn off. check staff room - all dishes are washed & put away
 - Strip off all floatation chairs, wheelchairs etc. & (*Time permitting, wipe over with neutral detergent*), hang lambs wools over back of chairs, wet/soiled/dirty linen to be put out for laundering (*time permitting or **inform night shift if chairs not attended***).
 - Tidy lounge room - no clothes, shoes, personal items etc. to be left on or around chairs, change covers on chairs if necessary or leave over back of chairs.
 - Tidy pan, utility rooms and nurses station
 - Check scheduled duty list & sign when attended
- 9.30p.m. Staff Break (10 minutes)

- 9.40 pm Write afternoon reports as necessary.
- 10.00pm. Attend round of all residents including hostel, attend continence care and P.A.C. – apply night pads as required. (**Ensure Slippery Sams are used correctly when repositioning residents**). Check that night lights are on in bathrooms as required.
Set up for next shift eg clean bottles/pans with covers for those requiring them overnight.
Check that building is secure, ensuring all main doors are locked **including Hostel**.
Ensure outside security lights are on.
- 10.45pm. Hand over to night shift
- 11.00pm Report to RN prior to going off duty

N.B.

- * **Maintenance requirements to be noted in handyman book in staff room.**
- * Any **unsafe conditions** to be reported to RN on shift as soon as practicable.
- * Items requested by residents to be listed and given to A.D.O.N.
- * **Attend “Scheduled Duties” HR06b.1 and sign HR06b.2** (kept in folder at nurses station, staff to sign when duties attended)
- * **Schedule Rotation for:-**
 - **Linen Change**(*am shifts*)
 - **Nail Care**(*am & pm shifts*)
 - **Tidying of locker drawers** (*am shifts*)
 - **Tidy wardrobes** (*pm shifts*)
 - **Tidy Toiletry bags** (*night shifts*)

ROTATION:

- **Monday - Ward A & B**
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- **Friday-Ward L, M, N, O**

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

- 10.45p.m. Receive hand over from afternoon staff.
Attend round of all residents. Check all exit doors are locked. Check all hostel residents.
- 11.00pm Clean flotation chairs, wheelchairs & lounge chairs with neutral detergent *if not done by evening shift*. Put chair protectors on chairs in NH lounge room and blankets on the back of floatation/wheelchairs ready for AM. Attend to extra duties list & sign. 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, get out daily ACFI reports for ND EN/AIN for reporting. Put out trolley for soiled linen for morning shift. Restock shoe covers & aprons in each bathroom. Attend to any filing of resident's notes.
- 12.00mn Attend nursing home round completing continence care and attend P.A.C. as required. Attend any special orders as per Nursing Care Plans. Tidy toiletry bags as per rotation.
- 1.00am 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. Check Nursing Care Plans and update as required.
- 2.00am Attend nursing home round completing continence care and attend P.A.C. as required. Attend any special orders as per Nursing Care Plans.
- 3.00am Half hour on call meal break.
- 4.00am Attend nursing home round completing continence care and P.A.C. as required. Attend any special orders as per Nursing Care Plans
- 5.00pm 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.
- 5.30a.m. 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. Ensure outside security lights are turned off.
- 6.00am Attend nursing home round completing continence care and P.A.C. as required. Attend any special orders as per Nursing Care Plans. 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***
- 6.30a.m. Hand over to Personal Carer on day staff.
- 7.15a.m. Report to RN prior to going off duty

N.B.

- * Maintenance requirements to be noted in handyman book in staff room.
- * Clean and tidy linen storage Sunday night ready for linen delivery Monday.
- * Stocktake of current linen supplies, count & unpack linen supplies and place on designated shelving in linen storage - Monday. Enter counts on order form & place form **in admin office 'in tray'** for online ordering in AM
- * Tidy residents toiletry bags as per scheduled rotation
- * Any unsafe conditions to be reported to RN in charge 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*)

Attach a copy of **HR 06b1-Scheduled Duties List Nursing Home** to AIN/EEN Duty Guide for all new AINs/EEN s