Bedside Shift Report Audit

Nurses: ___________________________________ & ___________________________________

Date: _____________________  Unit: __________  Validation by: _______________________

Competency of Nurse #1:  Very Good  Good  Fair  Needs Improvement

Competency of Nurse #2:  Very Good  Good  Fair  Needs Improvement

<table>
<thead>
<tr>
<th>Pre-Report 6 a.m. hourly round off-going nurse will:</th>
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<tr>
<td>Check pain, give meds if indicated, check IV bags and replace if at 100 ml or below, provide comfort measures, i.e. bathroom, oral hygiene, etc.</td>
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<td>Ask patient if family members may stay in room during report (don’t put patient on the spot).</td>
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**Bedside Report Checklist (2-3 minutes per patient):**

- Tell patient you will be leaving then introduce oncoming nurse.
- Manage up co-worker.
- Verify ID band

**Oncoming nurse will update whiteboard with:**

- Name and verify Spectralink
- Patient’s goal for the day

**Off-going and oncoming nurse will:**

- Check IV site
- Verify IVs and rate
- Check pain score and discuss pain management
- Verify PCA or other pain management
- Report limitations: WB status, ambulation, diet, O₂ needs
- Ask patient if they have anything else to add
- Look under covers and follow lines to patient
- Check incisions
- Check dressings
- Check drains and tubes
- Check foley catheter
- Check skin
- Check telemetry leads
- Check any other equipment

**LOC Assessment – Use of Heart-Head-Heart, demonstrates Presence**

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<thead>
<tr>
<th>Strengths</th>
<th>Opportunities</th>
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<td>Just in Time Coaching Given</td>
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