Registered Nurse - Duty List

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

7.00a.m. Receive hand over from night duty staff.

7.30a.m. Attend any insulin or A.C. medication orders.
         BSLs (Monday, Friday & daily)
         Fosamax (Thursday AM)
         Assist with showering and dressing of residents who wish to rise and making of beds.
         Change bed 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.
         Inform kitchen staff of any residents who are sleeping in and require breakfast to be
         put aside or any trays required.

8.00a.m. Attend to medications as ordered.
         Assist with feeds and monitor fluid and nutritional intake of all residents.
         Assist with toileting as requested or required post breakfast according to continence
         management programs. Assist resident to move 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.
         Attend to treatments/dressing as per Nursing Care Plan.
         Residents involved in recreational activities, should be ready for same.
         Kitchen staff are to be notified or any residents who will not be in for lunch.
         Assist with 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.

9.30a.m Peg Feed & medications

10.00a.m. Assist residents with morning tea.
          Staff morning tea is to be taken after 10.30a.m. and completed by 11 a.m.

11a.m. Following morning tea assist residents with toileting as requested or required
        according to continence management programs.
        Attend to any personal/nursing care requirements as necessary i.e. nails (as per
        schedule), application of creams, physiotherapy and rehabilitation programs.

11.30a.m. Attend to A.C. medications as ordered.
          Attend to pre-lunch BSLs
          Assist with toileting of residents where requested or required prior to lunch.
          Assist residents to dining room for lunch.
Day Shift 7.00a.m. - 3.30p.m. (continued)

12noon  Attend to medications as ordered.
        Assist with feeds and monitor fluid and nutritional intake of all residents.
        Assist with toileting as requested or required post lunch.
        Assist 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.

1.00p.m.  Attend to Peg Feed
        Assist with toileting as requested or required.
        Attend daily resident documentation - progress notes, care plans, R.C.S., daily running sheet.

1.30p.m.  Staff lunch.

2.30p.m.  Give handover to afternoon staff.

3.00p.m  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.

3.30p.m.  Finish shift.

N.B.
- **GWAS Stores/Dubbo Pharmacy** orders to be completed by 1st of each month, to be faxed before 9.00a.m. See request for stores order book at nurses station for phone/fax number.
- **Linen order** to be attended WEDNESDAY AND FAXED TO Orana Linen Service Dubbo Base Hospital. See linen order book for fax number.
- **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)
- **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 and wardrobes:**

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LBV Original: October 1997  Amended: January 2010  Review: April 2011
**Afternoon Shift 2.30p.m. - 11.00p.m.**

2.30p.m. Commencement of shift. Handover from day shift.  
Assist day staff with updating of care plans as required.

3.00p.m. Assist residents with afternoon tea.  
Staff afternoon tea.

3.45p.m. Commence afternoon showers as per N.C.P., assist with toileting as requested or required according to continence management programs.

4.30p.m. Attend BSLs, administer Peg feed, A.C. medications as ordered.  
Assist residents to dining room for evening meal.

5.00p.m. Attend medications as ordered.  
Assist with feeds and monitor fluid and nutritional intake of all residents.  
Assist with toileting as requested or required post evening meal.  
Assist residents to re-settle in lounge area or as requested post meal.  
Attend to Peg Feed & medications

6.30p.m. Evening meal for staff.

7.00p.m. Supper for residents.

7.30p.m. Assist those who wish to go to bed early, settle remainder of residents as requested or required.  
(NB Residents may choose their own bedtime.) Wash supper dishes.  
Give aperients as required, check care plans and bowel chart.

8.30p.m. Attend to PEG feed  
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.

9.00p.m. Write in reports allocated to afternoon shift or every shift.  
Enter any irregular events in progress notes.  Update care plans as necessary.

10.00p.m. 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.  
Secure building ensuring all main doors are locked.  
Ensure outside security lights are on.

10.45p.m. Give hand over to night staff.

11.00p.m. End shift.

**N.B.**

- **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)
Night Shift 10.45m. – 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.

11.00pm Clean flotation chairs, wheelchairs & lounge chairs with neutral detergent if not done by evening shift. Put lamb’s wool on chairs in NH lounge room and put lamb’s wools, draw sheets and blankets on the back of floatation/wheelchairs ready for AM. 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, 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.

12.00 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.

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.

03.00am Half hour on call meal break
Attend residents’ needs, answering call bells in both nursing home and hostel rooms.

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.

6.00am 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.

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
7.00a.m. Hand over to Personal Carer on day staff.

7.15a.m. Finish shift.

N.B.

- **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** **Monday night** ready for linen delivery **Tuesday**.

- **Unpack linen** supplies and place on designated shelving in linen room **Tuesday-N/D**.

- Attend linen order & fax to Orana Linen Service (see order book for fax number)

- **Check ALL 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)

- **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 charts required.