End of Shift Report Template

Here are some ideas for what to include in your end-of-shift report to oncoming nurses.

Patient Info: Name, room, age, diagnosis, admitting physician

Assessment Information: Abnormals and <u>pertinent</u> normals for diagnosis, status changes

      VS and Sats:

      Mental status:

      Cardiac/Respiratory:

      GI/GU: (include I & O if pertinent)

      Pain:

      Social situation if pertinent:

IVs that are running:

Labs/Diagnostic tests: <u>Pertinent</u> normals and abnormal for diagnosis
(also specific timing is special tests are due)

Important medication changes or therapies:

Unfilled orders that need to be continued to the next shift:

Abnormal occurrences during shift:

Stay focused! Don't gossip! Don't label patients!

6.26.08 kma