

How the ward is run

The coordinator of the shift is generally the most senior nurse on duty for that particular shift and is in charge of the ward for that shift. This means that he or she is responsible for delegating duties, overseeing activities, coordinating transfers and discharges, going on doctor' rounds, sorting out staffing issues and generally ensuring the ward runs smoothly.

There are four teams of staff for each comprising of one nurse and one HealthCare Assistant (HCA). They are responsible for the care of approximately eight patients per team. The nurses are responsible for the personal and general nursing care of the patients in their team and are expected to report any changes in a patient's condition to the nurse in charge.

General plan of shifts

Morning shift

7.00 – Handover of patients

7.30 – Check the condition of patients, sit up/out for breakfast, check observations, wash 'nil by mouth' patients and administration of medications.

8.15 – Handing out breakfast and assisting patients to eat if required. (see nutrition board for information and allocations)

9.30 – Staff breaks commence, continue with above and assist patients with washing and dressing as required.

11.00 – Nursing staff to ensure nursing Kardex and paperwork is up to date, HCA's to assist with toileting and ensure patients are sat up for lunch.

12.15 – All staff to assist with handing out meal, assisting patients to eat and complete fluid balances and food charts. (See nutrition board for information and allocations)

13.15 – Medication rounds and modesty checks.

12.00 – Coordinator hands over to afternoon staff.

13.00 – Bedside handover.

Afternoon shift

12.00 – Receive handover from morning coordinator.

13.00 – Receive bedside handover.

14.00 – Observations.

15.00 – Snacks.

15.30 – Staff break to commence.

17.00 – Sit up patients for tea.

17.15 - All staff to assist with handing out meal, assisting patients to eat and complete fluid balances and food charts. (See nutrition board for information and allocations)

18.15 – Evening medications, staff breaks to continue and assist patients who wish to go to bed.

19.00 – Coordinator hands over to night staff.

Night shift

19.00 – Handover from afternoon coordinator.

19.30 – Evening drinks and observations.

21.00 – Night time medications and settling patients into bed.

02.00 – Observations, Commence IV fluids for NBM patients, pressure relief and incontinence checks.

06.00 – Observations, medications, Incontinence check and pressure relief.

07.00 – Coordinator to handover to morning staff.

Meal times

At meal times all the staff are allocated to patients to with feeding or to hand out food or to read out the menus at the trolley. During meal times staff should focus entirely on meals and assisting patients unless a patient is unwell and requires urgent attention.

Nursing documentation

All charts for example food charts and fluid balance charts to be completed by all staff at regular intervals throughout the day.

Patients are weighed at least weekly and also risk assessments are also to be completed at least weekly.

Nursing Kardex and care plans are to be updated at least every shift or as the patient's condition changes.