

Bedside Shift Report Validation Checklist

Unit/Area: _____

Date: _____

Off-going Nurse: _____

On-coming Nurse: _____

Evaluator: _____

Skill / Action	S/O/NA	Comments
SET UP/SCHEDULED TASKS		
Knock on door prior to entering – ask permission.		
Foam In		
Manage Up – Off duty nurse will introduce and manage up oncoming nurse, PCA, and/or doctor		
ACKNOWLEDGE the patient by preferred name, use good eye contact, and stand on either side of bed (if possible)		
ACKNOWLEDGE visitors, ask them to leave prior to information exchange unless patient permits them to stay.		
Both nurses check name and allergy bands prior to any care, using key words “for your safety”.		
EXPLAIN Bedside Shift Report		
EXPLAIN the purpose of bedside shift report and DURATION.		
Use key words like listen, explain, and safety.		
YOU (Focus on pt/make a personal connection)		
Off-going nurse and patient have a conversation. Recap the past shift. Encourage to express concerns. Do not use PRONOUNS.		
Share what you have learned about the patient and build the <i>Personal Connection</i>		
Update and Narrate communication board. Nursing plan, tests and treatments. <i>Teach back moment</i>		
Use laymen’s terms and include patient when creating the plan and specific, measurable, attainable goals. <i>Teach back moment</i>		
Use key words “keep you informed” plan of care, tests and treatments, etc.		
Ask “What questions can I answer”?		
FOCUSED P’s (Pain, Potty, and Position)		
Explain the purpose of SAFETY Rounding		
How is your pain? 0-10 scale. Establish pain goal with patient.		
Are you comfortable (ice, pitcher, sheets/pillows)?		
May we help you to the bathroom while we are here?		
ANTICIPATE		
Move items within reach (table, CL/TV remote, etc.)		
Check IV sites, solution and tubing.		
Make sure the room and bathroom are clean		
Ensure appropriate fall precautions in place.		
THANK YOU & TIME		
Re-introduce rounding schedule for the shift. We will round again in about an hour and include		
Is there anything else I can do for you? I have the time.		
THANK patient for being allow to care for them		
Foam Out (if patient has C-Diff then use soap and water).		
TOTAL NUMBER OF OPPORTUNITIES & COMPETENCY LEVEL		
Number of Opp	1 or <= Expert; 2-3 = Comp; 4+ = Develop	