

Our Ward Routine

Each shift is different and the needs of your patients may differ from shift to shift. This is not an exhaustive list and is only intended as a guide as you can often feel lost as a new starter!

I have not included when pressure relieving/incontinence checks (also known as 'turns') are due as this will depend on each patient and should be carried out at two to four hourly intervals throughout the day.

Day Shift

07:00 – 07:30 – Handover

07:30 – 08:15 – Assist patients to sit up in bed ready for their breakfast, record any observations that have not already been recorded by night staff at 06:00AM and administer medications. Medications often continue into and after breakfast time.

If your team has a pre-operative patient, then they will be NBM (Nil by Mouth) and miss breakfast and need to be ready for theatre. This involves helping them to wash, providing a gown and theatre pack (bedding).

08:15 – Breakfast commences. On a weekday, our housekeeper Pam assists with this, usually accompanied by two healthcare assistants. On a weekend, it is co-ordinated by two/three members of staff.

09:00 – When patients have finished their breakfast and medications and observations are complete, we start assisting our patients with their hygiene and dressing and assisting them to get out of bed. This often continues until lunch time.

10:00 – Any patients on four hourly observations (who had their observations checked at 06:00AM by the night staff) should have their observations rechecked at approximately this time.

12:00 – Lunch time and afternoon handover commences. Check any essential blood sugars before lunchtime commences.

13:00 – Lunch time medications and observations (if required). Nurses often use the time after this to complete their documentation for the morning shift.

14:30 – Morning staff go home. The afternoon may involve tasks such as dressing changes, discharges, documentation updates and leftover jobs from the morning shift.

17:15 – Dinner time. Check any essential blood sugars before dinner time.

17:45/18:00 – Medications and observations (if required).

19:00 – 19:30 – Afternoon staff handover to the night staff.

Night Shift

19:30 – Nurses can check if there any Zomorph/Oxycodone medications due for 20:00AM.

20:00 – 22:00 – Check observations, blood sugars, finish any tasks left over from the afternoon and also assist any patient's that want to get into bed.

22:00 – Medications

After medications are complete, help to clean the ward including blood pressure machines, medication carts and stocking up in drug room and IV trolley.

The Controlled Drug checks can be carried out at any time during the night shift. If any discrepancies are found, inform the Night Matrons.

00:00 – Calculate fluid balance charts and dispense new paperwork.

02:00 – Check patients comfort and incontinence checks/turns. Check blood pressures of any patient's with cannulas, pre and post-operative patients and any patients that are unwell.

Put up any fluids for pre-operative patients as they will be NBM from this time.

03:00 – 06:00 – Documentation and check care plans for any updates.

06:00 – 07:00 – Similar to 02:00 checks, including antibiotics and administering medications to pre-operative patients.

07:00 – 07:30 – Night staff handover to morning staff.