

Lilliane Brady Village
PC DUTY GUIDE
HR 6c

DUTY GUIDE FROM 6.30A.M. TO 3.00 P.M.

6.30am	Check running sheets for any notes from evening or night staff. Collect DECT phone; get change over from RN on duty. Assist residents with personal care, showering, bed making, and general tidying of room and bathroom. Collect laundry. Turn off facility perimeter lock
7.30am	Give inhalers, eye drops, do BSL's due and give insulin in their room before residents come for breakfast. Assist residents with showering as required, make some beds
7.50am	Prompt residents to come for breakfast, prepare meal medication assist with positioning at table as required, supervise and assist those who require assistance
8am	Give medications. Assist residents with breakfast as required. PC to remain in dining room and supervise until all residents have finished eating.
8.30am	Assist residents to get ready for the day and complete any unfinished showering. Attending to any resident grooming needs e.g. nails, hearing aids. Make beds (roster for linen change below) fill water jugs and tidy rooms (picking up any medicine cups). Remove any clothes & rubbish, check fridge for out of date food and decanted in consultation with residents. Do dressings and fill in dressing sheets, fill in handover sheet, complete BSL charts, wound dressings documentation Fill linen trolley up, empty dirty linen trolley. Only fill to ¾ tie off.
10am	Prompt residents for morning tea, assist as required. Encourage residents to attend to physiotherapy programs. Apply all creams as prescribed.
10.30am	Staff morning tea. (20 min)
11am	Check residents. Attend BP's that are due, monthly weighs and vital signs. Complete any relevant exceptional reporting.
11.30am	Prompt Residents to get ready for lunch, administer nebulisers, inhalers & eye drops. Assist to dining room for lunch. Assist residents down for lunch eg with concentrator.
12 noon	Assist residents with lunch as required. Administer all medication as prescribed, assist residents back to their rooms and to nursing home. PC to remain in dining room and supervise until all residents have finished eating – assist with clearing of tables.
1pm	Attend documentation, commence daily reports and evaluations.
1.30pm	Lunch for staff.
2pm	Attend to residents needs, continue updating care plan, complete all daily reports and any further exceptional reports, and write up any evaluations.
2.30pm	Handover to afternoon shift (give DECT phone over) & RNs - report any changes to afternoon staff & RNs,
2.45pm	Complete any exceptional documentation, NCPs, ACFI Assessment etc
3pm	End of Shift. Document care given, exceptional reports. Report to RN any changes in resident condition, maintenance requirements prior to finishing shift.

N.B.

- * **Maintenance requirements to be noted in handyman book in staff room.**
- * Any **unsafe conditions** to be reported to Director of Nursing or RN in charge as completed CI log entry soon as practicable.
- * **Attend "Scheduled Duties"** as per list.
- * **Schedule for Linen Change, Nail Care, Tidying of locker drawers and wardrobes:-**

Day	Linen Change	Day	Linen Change
Monday	Rooms 1, 2 & 3	Friday	Rooms 10 & 11
Tuesday	Rooms 4 & 5	Saturday	Rooms 12 & 13
Wednesday	Rooms 6 & 7	Sunday	Rooms 14 & 15
Thursday	Rooms 8 & 9		

Daily / Weekly	Monthly
Weights (weely-Monday)	Attend weights & vital signs on 1st of each month, record on Manad computer system
Clear rooms of magazines, newspapers (daily)	Check all residents ears & nails as per linen change rotation
Wash filter of oxygen concentrators (Wednesday)	
Check residents fridges for 'out of date' food (daily)	

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DUTY GUIDE FOR LATE SHIFT 2.30pm- 9.00pm

2.30pm	Hand over from morning shift, collect DECT phone.
2.45pm	Collect tea trolley & commence serving afternoon tea to Hostel residents
3pm	Return afternoon tea trolley to kitchen and return milk/drinks to coolroom, if time permits pack dishes in dishwasher and tidy tea trolley.
3.30pm	Assist as required with afternoon showers.
4pm	Attend personal care as required. Get medication ready and attend to 4 p.m. meds and eye drops, nebulisers and inhalers. Attend NCPs evaluations & ACFI for that day.
4.30pm	Attend toilet programs and start prompting residents to attend dining area for evening meal.
5pm	Give out all 5 pm medication, assist residents with evening meal, PC to remain in dining room & supervise until all are finished eating. Assist with clearing tables, washing up and resetting tables until 6 pm
6pm	Check Residents and administer medications as required. Continue to assist with showers as/if required.
6.30pm	Staff meal break. 30 minutes
7pm	Prepare & serve supper to hostel residents. Return trolley to kitchen, put milk, drinks & food into coolroom as required. Stack dishes into dishwasher, put through cycle & pack dishes away – <i>ensure kitchen is left clean and tidy.</i>
7.30pm	Assist residents to bed and give evening medications, tidy rooms and remove any used crockery etc. Attend BP, BSL's that are due. When doing last medication round, with RN dispense any Schedule 8 that are due.
8pm	Write reports, any exceptional events and finish writing evaluation of NCPs. Complete other documentation g,BSL sheet, bowel charts etc. Finalise any ACFI documentation for the shift. Write up next days running sheet, ensuring all relevant information is transferred to next day eg weights. Dispense any antibiotics due. Ensure all residents are settled. Give handover to Nursing Home staff and RN before leaving at end of shift. Put DECT phone in charger cradle and check that it is charging.
9pm	Switch perimeter locks including front door (earlier if required), close all blinds and make sure all windows and doors are closed - <u>check that all external doors are locked.</u> ENSURE ALL RESIDENTS BINS WITH USED CONTINENCE AIDS IN THEM ARE EMPTIED AT END OF SHIFT End of shift

- ▶ Leave residents to sleep when appropriate or requested
- ▶ Have residents ready for early doctors rounds

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Weights (Weekly-Monday)	Attend weights & vital signs on 1st of each month, record on Manad computer system
Clear rooms of magazines, newspapers (daily)	Check all residents ears & nails as per linen rotation
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7.45am	Prompt residents to come for breakfast, assist residents in mobility aids & position residents at dining tables as required.
8.30am	Assist residents to get ready for the day and complete any unfinished showering. Attending to any resident grooming needs e.g. nails, hearing aids. Make beds (roster for linen change below) fill water jugs and tidy rooms (picking up any medicine cups). Remove any clothes & rubbish, check fridge for out of date food and decanted in consultation with residents. Fill in handover sheet. Collect tooth mugs and put through sanitizer, return tooth mugs to rooms when cycle finished. Fill linen trolley up, empty dirty linen trolley. Only fill to ¾ tie off.
9.30am	End of Shift. Document care given, exceptional reports. Report to RN any changes in resident condition, maintenance requirements prior to finishing shift.

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