

# END OF SHIFT CHECKLIST

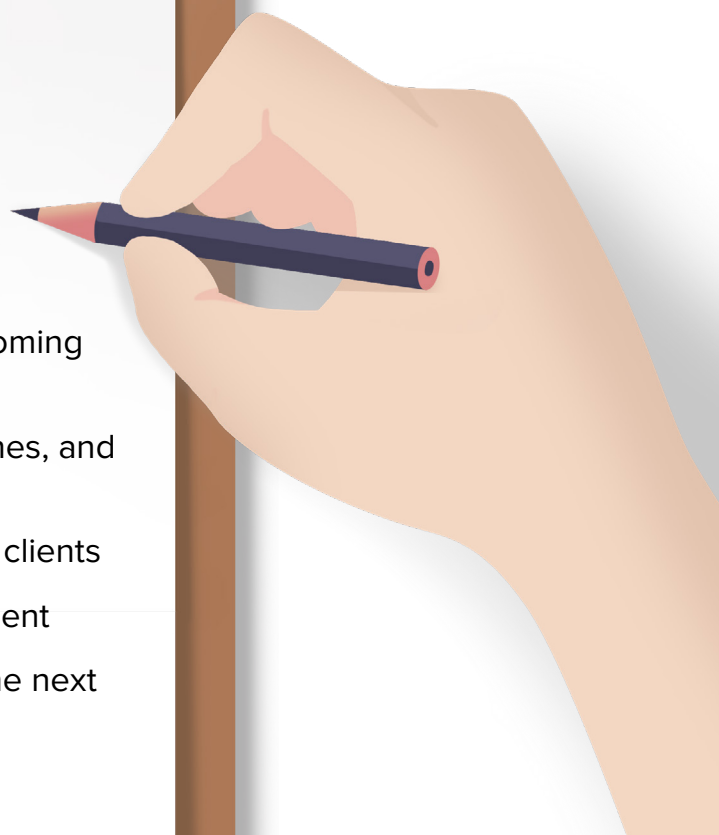


Long shifts can make nurses unaware that the shift is almost ending. Use this end of shift checklist to make sure you completed everything before the workday ends.

- Chart at the bedside whenever possible
- Review your charting
- Document education
- 24-hour chart checks
- Update the client's plan of care

## End of Shift Checklist Includes

- Updating and reviewing the care plan for each client
- Administering medications
- Discharging and admitting clients as appropriate
- Addressing questions from the client
- Completing any required documentation
- Reviewing documentation on all clients
- Ensuring supervisor is aware of any significant changes in client condition
- Following up on pending orders and incoming lab results
- Inspecting any infusions, IV sites, tube lines, and pertinent safety needs
- Understanding baseline conditions of all clients
- Performing final assessments on each client
- Preparing your bedside shift report for the next nurse



NOTES

