

# Standard Work Instruction Sheet

Description of Task:	<b>Odd Hour Repositioning Team Schedule Standard Work</b> <b>(STAR: <u>S</u>chedule•<u>T</u>eaming•<u>A</u>ccountability•<u>R</u>eal-time Documentation)</b>	List Common Key Points: <ul style="list-style-type: none"> <li>• Create a standardized schedule to ensure patients are repositioned every 2 hours</li> <li>• To ensure patients are in proper positions for meals</li> <li>• To ensure all patients are evaluated for repositioning needs to maintain skin integrity</li> </ul>
Supplies and Equipment Required		

<b>Important Steps</b>	
<b>WHAT?</b>	A logical segment of the steps that advance the work.
1	Charge nurse identifies the SOS patients on the daily assignment sheet/whiteboard (from the HEV board).
2	Nurse and CNA check the assignment sheet to see who they are teamed with and who are the SOS patients.
3	Team repositions the SOS patients per Repositioning Team Schedule Standard Work.
4	At 0700, 1500, and 2300: off going and on coming CNAs see SOS patients first, turn patient and complete hourly rounding. While in the room, CNA documents the repositioning in the EHR (flow sheet) and hourly rounding form
5	At the top of the odd hour, except for change of shift, the CNA and Nurse team to reposition SOS patients and complete hourly rounding. The CNA documents the repositioning in EHR (flow sheet) and on hourly rounding sheet. (if no CNA Scheduled nurse to complete)
6	Patients positioned supine (or in the chair) at meal times: 0700, 1100 & 1700.
7	The team is to complete repositioning and hourly rounding of patients before returning to other duties.
8	Nurse to complete the daily Braden on the day shift and identifies the patients with a mobility sub-scale score of $\leq 2$ .
9	Nurse contacts the HUC if the Braden mobility sub-scale score changes so $\leq 2$ or with all new admissions with a Braden mobility sub-scale score if $\leq 2$ .
10	Nurse to place SOS sign (on the patients door or placard) when patients have a Braden mobility sub-scale score of $\leq 2$ .
11	HUC to update the HEV board upon notification of change or if admission mobility Braden sub-scale score $\leq 2$ .

**Training Aid:**



Turning Team Schedule Standard Work		
Shift	Turning Time	Responsible Team
Days	0700	CNA/CNA (Supine)
	0900	CNA/Nurse Teams
	1100	CNA/Nurse Teams (Supine)
	1300	CNA/Nurse Teams
Evenings	1500	CNA/CNA
	1700	CNA/Nurse Teams (Supine)
	1900	CNA/Nurse Teams
	2100	CNA/Nurse Teams
Nights	2300	CNA/CNA
	0100	CNA/Nurse Teams
	0300	CNA/Nurse Teams
	0500	CNA/Nurse Teams

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