

Implementation Plan – Bedside Shift Report

Action	Comments	Completion Date	Person
Selected Nursing Units			
Leaders to attend Task Force Meetings			
Select Units/date for implementation			
Inform unions and employees of intent – share evidence			
Collect Baseline Data and Establish Goals			
Determine metrics to monitor			
Establish process for data collection of metrics			
Collect /gather additional baseline metrics			
Establish a goal for improvement			
Establish time-frame for periodic re-assessment			
Conduct Staff Training			
Plan for training sessions (determine methods, dates etc. one-on-one, table top self-learning), Develop training materials (presentation, forms, etc),			
Schedule and conduct trainings			
Engage other areas			
Communicate process to ancillary leaders.			
Education staff to include materials on Bedside Shift Report into new RN orientation			
Executive team to focus rounds on recognition of nurses doing Bedside Shift Report.			
Implement			
Begin Bedside Shift Report (“Go Live Date”)			
Establish schedule for nurse leaders (supv, director, CNO) to round and support process during change of shift– especially during initial implementation.			
Assess the need to modify the way in which assignments are made on units during the implementation			
Receive Feedback and Communicate Results			
Develop a brief presentation/report and include results			
Publish article in employee newsletter			
Evaluating Bedside Shift Report (hardwiring)			
Unit Nurse Leader Rounding on employees			
Nurse Leader rounding on patients			
Give feedback to staff on process			
Provide names of nurses to Admin Team for writing Thank-you notes.			