

REVIEW THESE THINGS AT THE END OF EACH SCHEDULED SHIFT

Did **you** sign IN and OUT ?

Are the **Safety Walkabout** sheets (@ 30 min. intervals) complete ?

Are the **Resident Sign Out** sheets complete?

If a resident is signed out but not signed back in, are they still out of the facility?

If a resident is not signed out but should be, sign them out.

ADLs – Done ?

Incident Reports – Completed & Diane Notified ?

Progress note, if needed ?

Medications ordered if needed ?

Logisticare ride confirmations number noted on Planner ?

Did you get food out of the freezer for resident breakfasts ?

Check Tempertures & log / initial them?

Go through this sheet at the end of every shift as a wrap-up of required documentation and such. It is meant as a reminder sheet.