

Tools – Rounding Log

HOURLY ROUNDING

EMPLOYEE NAME:						
DEPARTMENT:						
	DATE	TIME	DATE	TIME	DATE	TIME
EVALUATOR TYPE	SELF ASSESS		PEER		SUPERVISOR	
EVALUATOR NAME	PEER		SUPERVISOR		PEER	
	YES	NO	YES	NO	YES	NO
COMMENTS						
EACH ROUND: ADDRESS THE 3 P's: PLAN, POSITION, POTTY						
Check on client prior to entering pt room						
Ass patient has their pain & medicine if needed						
Taking & documenting vitals as needed						
Confirming and patient if they are comfortable						
Provide comfort (provide blankets, pillows, etc)						
EACH ROUND: ADDRESS THE ENVIRONMENT						
Check for bed rails (up/down) bed in low position, cords secured, etc						
Make sure items within reach (phone, water, tissues, urinal, bedside table, call light, etc)						
Check temperature of the room is ok						
PERFORM SCHEDULED TASKS						
Complete NC ordered treatments, procedures						
Complete nursing care as needed						
Administer scheduled medications						
BEFORE LEAVING THE ROOM						
Ask, "Is there anything else I can do for you?" I have the time						
Remind the patient that a staff member (at least one who will be back in about an hour to round on them again)						
Document your rounding on the intentional round checklist by circling the box and checking off items completed						

Complete first evaluation yourself, ask a peer to complete the second evaluation, then have your supervisor, charge nurse, or manager complete the third evaluation and peer-to-peer interview.

Hospital Rounding Template

S Marginson

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the name S Marginson.

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