



Department of Nursing POLICY AND PROCEDURE

POLICY NUMBER: 260
VERSION: 1

SUBJECT: NURSING ASSIGNMENTS/DAILY ASSIGNMENT SHEET

PURPOSE: To provide guidelines for daily nursing staff assignments.

POLICY: Work assignments will reflect staff member's scope of practice, competencies, classification and patient care needs.

PROCEDURE:

A. Responsibilities:

Charge Nurse (Registered Nurse)

1. Completes daily assignment sheet
2. Serves as a resource to staff for problem solving.
3. Communicates unresolved problems, issues, or critical events to Nurse Manager.
4. Ensures the appropriate flow of the clinic.
5. Provides direct nursing care to patients.

Registered Nurse

1. Communicates with other health care team members to plan patient care.
2. Considers skill level and scope of practice of each staff member when making the assignment
3. Supervises assigned patient care duties.
4. Provides direct nursing care to patients.

Licensed Vocational Nurse/Certified Medical Assistant/Nursing Attendant

1. Provides care as assigned by registered nurse.
2. Gathers intake information.
3. Notifies registered nurse when assigned patient care has been completed, when patient issues arise.
4. Documents care provided in electronic documentation system.

B. Assignment Sheet

1. The Charge Nurse is responsible for completing an area specific assignment sheet for Primary Care/Internal Medicine, Pediatrics and Urgent Care.
2. Each staff member will be assigned break and meal times.
3. The assignment sheet will reflect staff assigned to duties as appropriate to each clinic. Some of these may include, but are not limited to the following:
 - a. Emergency Response Team
 - b. Refrigerator/freezer temperatures checked and recorded on log
 - c. Room temperature and humidity checked and recorded on log
 - d. Crash cart/MERB check
 - e. POCT QC of glucose machines
 - f. Oxygen level check
 - g. Narcotic count
 - h. Flow Coordinator
 - i. Triage
4. Personnel will be assigned to specific rooms/tasks/providers as appropriate for each clinic

REFERENCES:

California Code of Regulations, Title 22, Section 70217, Nursing Service Staff

Approved By: Susan Knapp (CHIEF NURSING OFFICER I)	
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