

KCMH Policies and Procedures			
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Policy:

1. Attend Report at 1800
2. Receive patient assignments. Use PCM and communications board to complete patient care profile.
3. Assist day shift with any unfinished work.
4. Take vital signs on assigned patients. Report any unusual findings to charge nurse immediately. Document at bedside in real time.
 - a. Pulse under 60 or over 120; irregular pulse
 - b. Temperature over 100 degrees.
 - c. Blood pressure less than 100 or greater than 180 systolic and diastolic greater than 100.
5. Chart on all patients as indicated during your shift.
6. Give PM care to all patients. Be sure to offer bedpan, if on bed rest. Give wet warm washcloth to wash face and hands. Offer oral care and assist as needed. Give fresh water as needed. Peri-care should be offered and given to all patients. Check that dentures, hearing aids and glasses are properly stored.
7. Record intake on I/O sheet in room.
8. Pass snacks as needed and document.
9. Give baths and change linens daily on all acute patients. Give baths and change linens of Swing bed patients on the patient's designated day. Watch for signs and symptoms, which should be reported to the charge nurse, such as pressure areas, bruises, etc. as needed.
10. Check on patients at least hourly until midnight, every 2 hours after midnight and document as needed.
11. Escort patients being admitted to their room and obtain admission weight in patient gown, and assist them while they are getting into bed. Explain nurse call system and phone system. Tell them when meals are served and how much activity they may have. Report anything unusual or abnormal to RN. Obtain baseline vital signs. Document what scale was used to obtain weight and clothing patient was wearing.
12. Do not leave the floor unless there are enough nursing personnel to care for patients. Notify the nurse if leaving the floor and if leaving the facility. Breaks should be staggered so that someone is on the floor.
13. Answer call lights promptly.
14. On Tuesdays and Fridays, send the pitchers (mugs) to kitchen for cleaning. Leave a glass of ice water in the patient's room. The rest of the days, pass fresh ice water at the end of shift and as needed throughout the shift. Fill pitchers to 800 ml
15. Assist with discharging patients as directed by the nurse.
16. After patient has been discharged, strip the rooms of linens, equipment and supplies. Place sign on door that room is needing cleaned.

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17. Once room has been cleaned, prepare the room for the next patient.
 18. Clean utility rooms, wash all equipment and instruments per policy. Empty all linen and trash bags. Take out trash from the nursing station. Clean counters in utility rooms. Wash dishes in break room and wipe counter.
 19. Empty drainage units around 0500 and record on I/O sheets in the room. Chart total I/O for shift. Check all incontinent patients and change bed if necessary. See that water pitchers have been refilled. Finish charting on all of your patients. Ask each patient about BM status and record.
 20. Leave rooms neat, wipe off bedside stand with cleaner, place table and call light within reach, remove trash from room.
 21. Prepare SBI patients for activities as scheduled.
 22. As time allows, clean wheelchairs, cabinets, carts and straighten linens cabinets.
 23. Assist day shift when needed.
 24. Assist with ER patients and procedures if needed.
 25. Check cabinets outside rooms and restock as needed.
 26. Complete monthly cleaning and outdate checks as assigned.
 27. Assist with the duties of the hospital switchboard after front desk closes at 1700.
 28. Close doors to main hospital hallway at 1800. Check that all doors to the outside are closed and locked.
 29. Prepare hold breakfast signs from diet sheet and place appropriately.
 30. Make I/O sheets.
 31. Prepare charge sheets for the next day.
 32. Check on each patient with the next shift.
 33. Perform any other task or duty assigned by the nurse.
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