DEPARTMENT OF CORRECTIONS

Policy Number:	**500.170**
Title:	**Nursing Shift Reports**
Effective Date:	**8/21/18**

PURPOSE: To communicate essential offender/resident medical information between nursing staff and communicate information between nursing staff and health-trained staff for facilities that do not have 24-hour nursing services available.

APPLICABILITY: All facility nursing staff

DEFINITIONS: None

PROCEDURES:

A. Nursing staff in the health services unit must communicate essential information between shifts. When institutions do not have qualified health care staff, health-trained personnel coordinate the health delivery services in the institution under the joint supervision of the responsible health authority and the warden or superintendent.

B. The charge nurse must:

1. Complete a written, taped, or person-to-person shift report each shift, including items that contribute to maintaining continuity of care such as hospitalizations; changes in the course of treatment; and any significant event.

2. For facilities without 24-hour nursing coverage, communicate with the watch commander, as indicated, regarding significant events that may have occurred during the night.

3. Listen or read reports at the beginning of each shift.

C. When nursing staff are not on duty, the watch commander must document any significant medical events, and actions taken, and must communicate that to the nursing staff when they come on duty.

D. The registered nurse supervisor must retain shift reports and assignment sheets for six months.

INTERNAL CONTROLS:

A. Shift reports and assignment sheets are retained by the registered nurse supervisor for six months.

ACA STANDARDS: 4-4383

REFERENCES: Policy 500.010, "Health Services"

REPLACES: Division Directive 500.170, "Nursing Shift Reports," 3/15/16.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support