

GUIDELINES FOR: Making Assignments

Making Assignments

- Assignments may be made either by the shift prior OR by a night/day shift making the assignment for the next night/day shift, as long as they are made PRIOR to the start of the shift.
- Considerations when making assignments:
 - Patient diagnosis
 - Acuity
 - Continuity of care
 - Skill level of staff
 - New RN/LPN needs
 - Splitting up admissions and discharges
- Assign some of the unit chores such as checking the code cart, checking oxygen, checking med refrigerator, and narcotic discrepancy check to staff nurses, and fingersticks to one CNA/MA
- Assign lunches to all staff
- CNA/MA assignment (charge RN to make the assignment):
 - Assignment for individual CNAs/MAs needs to be documented on the assignment sheet
 - If 1.0 CNA/MA
 - Answer all call bells
 - All FS
 - Assist RNs/LPNs as needed
 - Perform selected number of baths (6-8)
 - Draw all labs
 - Perform vital signs for 10 patients
 - If 2.0 or more CNAs/MAs
 - Split patients on floor equally between staff
 - CNA performs VS, Labs, EKGs, etc. for assignments
 - Assigned 6-8 baths/patient load if possible
 - One CNA/MA performs all fingersticks
 - If possible, try to assign CNA/MA to work with 1 RN/LPN
 - Next assign CNAs/MAs by geography
 - Document assignments on the assignment of personnel form

EFFECTIVE DATE: 12/05