

Respiratory Care Services

John Dempsey Hospital

Policy and Procedure Manual

Subject: Shift Reports

Rationale: The establishment of communication standards is necessary to ensure that each respiratory therapist is accurately, efficiently, and effectively relaying patient care information from one shift to the subsequent shift. Providing for and identifying appropriate information for inclusion into a respiratory therapist's shift report will greatly assist in the uniformity of patient care and continuity of respiratory care services delivered to patients at John Dempsey Hospital. It is the goal of Respiratory Care Services to provide the highest quality care.

Procedure: The following represents the established standard of information to be communicated within the shift reporting process. Staff members are required to sufficiently review patients' charts review and verify written orders, and clinical lab test results accordingly for all patients with valid orders for respiratory therapy modalities.

- Patient Name and Room Number
- Current Respiratory Therapy Order(s)
- Informational update on anticipated expiration of order and/or status of reorder.
- Patient's Age, Admitting Diagnosis, Current Working Diagnosis(s)
- Patient's Level of Consciousness / Patient's Comfort Level
- Brief Patient History – Be sure to focus on cardio-pulmonary history of disease, illness; smoking history- current or former, approx. pack years; cardio-pulmonary medication regimen; relevant medical history inclusive of surgeries.
- Respiratory Assessment: Current respiratory status, respiratory rate, pattern; breath sounds; cough; secretion mobilization, secretion production – amount, color and texture.
- Lab Test Results: Sputum Culture; Radiological Studies (chest x-ray); Nuclear Med; CT Scan; Ultrasound; CBC's ; H&H; ABG's.
- Pulse Oximetry Results
- Special Procedures / Testing Performed or Scheduled
- Any adverse and/or unexpected reactions during therapy

Staff members are also encouraged to provide any other supplemental information which may assist a subsequent therapist in the effective management and administration of therapies which ensures the health and safety of patients.

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