

**Nursing Bundle Implementation
Work Plan Template – Bedside Shift Report**
Facility _____

Action	Comments	Completion Date	Person
Select Nursing Units			
Leaders to attend Nurse Leader Training Camp			
Select Units/date for implementation			
Assess process of assignment of patients on units implementing			
Provide overview of Plan to Steering Committee, Exec Team, and Medical Staff			
Inform unions of intent			
Collect Baseline Data and Establish Goals			
Determine metrics you will monitor (Avatar questions: There was good teamwork among the doctors, nurses, therapists, and other staff who cared for me; The nursing staff helped me to understand my health condition; I was given good explanations of my daily routine by the nursing staff; My family was kept well informed about my condition; Time of Event Reports, etc.)			
Establish process for data collection of metrics			
Collect /gather additional baseline metrics			
Establish a goal for improvement			
Establish time-frame for periodic re-assessment			
Conduct Staff Training			
Plan for training sessions (determine methods, dates etc. one-on-one, table top self-learning)			
Develop training materials (presentation, forms, etc) Develop any reporting tools you may want			
Schedule and conduct trainings			
Engage other areas			
Communicate process to ancillary leaders.			
Education staff to include materials on Bedside Shift Report into new RN orientation			
Executive team to focus rounds on recognition of nurses doing Bedside Shift Report.			
Implement			
Begin Bedside Shift Report			

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Plan for periodic data collection			
Establish schedule for nurse leaders (supv, manager, director, CNE) to round and support process during change of shift– especially during initial implementation.			
Assess the need to modify the way in which assignments are made on units during the implementation			
Receive Feedback and Communicate Results			
Post unit patient satisfaction as available			
Develop a brief presentation and include results			
Present at various meetings Department Meetings Management Meeting Executive Meeting Medical Staff Meeting Patient Satisfaction Steering Committee Nurse Leader Meeting			
Publish article in employee newsletter			
Evaluating Bedside Shift Report (hardwiring)			
Unit Nurse Leader Rounding on employees (develop schedule and tool to track)			
Begin daily rounding on patients; use scripting re: “last 24 hours” to help establish effectiveness			
Give feedback to staff on process; use coaching and counseling as needed			
Provide names of nurses to Sr. Leaders for writing Thank-you notes.			