

## **Rounds Book Instructions**

- Use page dividers to separate residents by room number
- Fill out a rounds sheet for each resident with name, MD etc. and place it under the correct room number tab.
- Do rounds for entire population every morning. (Divide resident population up between DON, DSD, MDS Coordinator as needed to evenly distribute the work load).
- Check communication book/24 hour report/calendar – ensure that each nurse is aware of any special instructions for the day i.e. x-rays, appointments, UAs, discharges etc.
- Review all new orders and incident reports.
- Go through any “Bending” or “Fax” file/binder for anything that requires f/u or completion.
- Exchange report with the nurses.
- Each resident that has a current issue will have their page flagged.

### **After you get report from the nurse, go to the charts and check the following:**

1. Each of the problems that were identified in verbal report/24 hr report, are being addressed by 72 hr charting and have a corresponding short term care plan.
2. If there is a resident with a flag with issues that were not presented in report, go over them with the nurse and make sure that she/he is aware of the issues or if the problem has resolved, d/c the charting and the short term care plan for that issue.
3. Make sure Resident Flags are updated to reflect the current status of each issue listed on the resident’s page.
4. When a Resident’s problem has resolved, remove the flag and resolve the care plan adding statement on the resident’s sheet i.e. 5/25/12 No s/s of UTI. Audit the Resident’s chart to ensure that the Care Plan has been resolved.
5. Ensure that any needed follow-up is care planned, ordered and reviewed y the MD, i.e. if ther is a f/u UA ordered, ensure that it is done, reviewed/addressed by the MD and f/u treatment ordered as needed.

Write down any issue in your rounds book that the resident is having and flag with a sticky note for follow up. (New orders and incidents that should be followed up on by IDT, check that 72 hour charting is in place, check that care plans, nurse’s notes and orders are in place)

All residents that are MediCare A, HMO, or on 72 Hour Charting should be flagged so that you can easily reference them, when the issue is resolved, HIGH LIGHT the line off and remove the flag.

**The most important key to this process is to LOOK in the charts. Do not rely on what a nurse is telling you or what you think SHOULD have been done.**