

Shift Report/Assignments

The buzz word is: change.

- As you all know we (the MICU) have been undergoing a lot of changes in the last few months.
- With change in unit size and structure comes often a reevaluation of current processes.
- We (your shift assignment/report committee) have been asked to come up with some proposed changes for the way we do things in regards to patient assignments and big report.
- After reading all of your survey responses we have come up with a few possible action plans for the next coming weeks.

Plan:

- Starting September 9th we will be starting three 2 week blocks during which we will conduct a trial run of each proposed idea.
- After the 6 weeks we will then resurvey staff for feedback (positive and negative) of each method.
- It is hoped that after the 6 weeks we will all be able to come to a decision as to which method works most effectively to achieve both nurse and patient satisfaction.

Method 1: one large report

- Will run from September 9th-September 22nd.
- Very similar to what we do now, should be the easiest transition.
- Report will start at 0655 (with no change in current clock-in time)
- One large report, including both units.
- Nurses will listen to report and as per usual then pick their assignments in the same order as before (orienteers, returning, etc...)

Method 2: Charge nurse assignment

- Will run from September 23rd-October 6th.
- Report will be broken down into two groups: 3 West MICU, 3 North.
- Charge nurses will be responsible for assigning nurses to either unit based on several factors (in no particular order):
 - Unit acuity
 - Clinician Level
 - Returning nurses
 - Orientees

Continued...

- After the charge nurses have decided who goes where there will then be two separate reports.
- The left over nurses, ie: those not returning to their assignments and orientees, can choose their assignments on their respective units.
- It will be assumed that you want to go back to your assignment unless stated otherwise the day before.
- Preceptors are, as usual, expected to come a bit early to seek out opportunities for their orientees.
- Remember: just because you are put on a particular unit does not mean it is set in stone, it's flexible, and up to the discretion of the charge nurse.

Method 3: preassignment

- Runs from October 7th-October 20th.
- All nurses will be preassigned to their assignment (of course considering patient acuity, orientees and returning nurses), the major difference being that those left over will have their assignment picked for them.
- The preassigning will be done by the charge nurses.
- There will be no big report.
- The charge nurses will meet as a smaller group and discuss pertinent issues.

The fallout...

- So after the 6 weeks we will survey the staff, analyze the results and hopefully come to a conclusion as to which method will work best for our ever-changing unit.
- Please be honest in your concerns and comments, we can take it! And it's important to ensure nurse satisfaction.

