

NOC Shift Routine



10 - 10:30 pm: Clock in. Do pass down. Count the narcotics. Read the shift acknowledgment report (Either the beginning or end of your shift). Start/finish first round of night checks/toilet and change residents.

Note: Please pull resident's trash after each time they are changed. Please make sure that you put a new trash bag in the trash can.

10:30 pm - 12 am: Start/switch laundry (keep up on laundry through your shift until all baskets are washed). Pull out the menu binder to see what needs to be prepped for the meals. Make enough food for both buildings (assisted living side). If you work in memory care, check to see what dessert needs to be prepared for the day and make enough for both buildings.

12 am - 12:30 am: Start/finish second round of night checks/toilet and change residents. (When doing night checks please check to make sure each resident is in bed, that they are breathing, assist residents to the bathroom, or assist with changing depends as needed. (Please make sure residents are dry when doing each night check).

12:30 am - 2 am: Finish up any food prep that you have. When you have completed food prep for the night take the shift duties binder out and start cleaning the areas that are scheduled to be cleaned for the night. Initial each item as you go on your responsibility sheet until all have been completed.

2 am - 2:30 am: Start/finish third round of night checks/toilet and change residents as needed.

2:30 am – 4 am: Continue to work on the shift duties list and cleaning the areas that need to be cleaned.

4 am – 4:30 am: Start/finish fourth round of night checks/toilet change residents as needed.

4:30 am – 6 am: All cleaning items on the shift duties list should be completed and signed for. All laundry should be washed, dried, and folded on the counter with the resident's numbered magnet ready to be put away. All laundry baskets should be returned to that resident's room after starting their laundry. If you haven't read the shift acknowledgement report now would be a good time to do so. Make sure you complete your ADL charting, document any progress notes needed, chart any behaviors needed.

Note: Please do not put dirty laundry baskets on the laundry room counter, return them to the correct resident's room. Please do not put clean laundry back into a dirty laundry basket.

6 am: Count the narcotics. Do pass down. Clock out. Take out all trash from your shift and put it in an outside trash can/dumpster.