

Evening Shift Routine



If you are on meds for your shift check MAR and pass meds as scheduled.

2 pm: Clock in. Do pass down. Count narcotics. Read shift acknowledgement reports (At the beginning or by the end of your shift). Make sure you have all your food for dinner. Check the laundry switch if needed and put away clean clothes. (Laundry needs to be cycled throughout your shift). Offer snack/beverage at 2 pm.

3-3:30 pm: Start/finish room cleans scheduled for the day. Change resident sheets if scheduled to be changed on room clean days. Start/finish scheduled showers. Change residents' sheets if scheduled to be changed on shower days. (If the resident is willing to shower before dinner).

3:30-4 pm: Toilet residents who are on a toileting schedule.

4-4:45 pm: Start prepping dinner. Set tables. Prep any special needs diets such as puree etc. (Water must be offered at every meal with an additional beverage of choice like milk, juice, coffee, tea etc.). Make sure food temps are documented in the binder.

4:45-5 pm: Start bringing residents over to the table for dinner.

5-6 pm: Serve dinner. Check/pass any medications as scheduled on the MAR. If a resident needs assistance with eating, assist those where needed.

6-6:30 pm: Dinner is usually done. Clear all dishes from the tables. Wash tables/counters with appropriate cleaners. Start dishwasher(s). Put leftovers away in containers/baggie with label and date. Toilet residents. Set up an activity like a T.V. show, movie, or something of their choice.

6:30-7 pm: Assist resident(s) with shower and bedtime ADL's, oral care etc. If the resident is ready to go to bed assist as needed. If they are not ready to go to bed offer an activity of their choice (Resident may want to watch T.V. in their room, or movie/T.V. show in common room).

7-8 pm: Start assist resident with bedtime routine. Take resident to the bathroom assist with changing into pajamas (if resident needs assistance), assist with ADL's or reminders where appropriate with oral care, grooming, etc. For the residents who are still up offer a snack at 7pm.

- When assisting residents with bedtime routine please close blinds, take out trash, pull laundry if ½ full/soiled. Make sure there are no trip hazards. Leave the bathroom light on with the door cracked if they need to use the bathroom.

8-9 pm: Finish assisting residents with bedtime needs/ADLs. Finish passing nighttime medications. If the dishwasher has completed its cycle open the door to let the dishes cool. Put dishes away.

9-10 pm: Start safety checks/Toilet resident. Switch laundry. Take out all trash from your shift. Chart all ADL's/shift duties for your shift. Do pass down. Count Narcotics.