

# NURSING NOTES

## Tip Sheet

This tip sheet will help your agency become more prepared for DSCC's Nursing agency review. In this document we will cover what should be covered within your client's nursing notes.

### CHECKLIST:



#### **Is the guardian or trained caregiver present while the CNA provides care?**

A trained caregiver must be physically present throughout the duration of every CNA's shift and verified by documentation with the trained caregiver's signature.



#### **Nurse received report from and gave report to a trained caregiver.**

Nurse must receive verbal/ in-person report from a trained caregiver at the beginning of the shift and must give verbal/ in-person report to a trained caregiver at the end of a shift.

Nurse must document who report was given to and received from and their relationship to the participant.



#### **Head to toe assessment of child at start and end of shift.**

A head to toe assessment must be conducted within an hour of the start of a shift and within an hour of the end of the shift and documented accordingly.



#### **Skilled interventions, time occurred, and child's response.**

All documentation of skilled interventions must include the time the intervention occurred, the reason the intervention was performed, and the participant's response to the intervention for the administration of PRN medications, feedings, oxygen administration, CPT vest treatments, suctioning, etc.



#### **Child's status at least every 2 hours.**

Documentation by the nurse or CNA of status/ care provided to the participant at least every 2 hours.



### **Equipment cleaned.**

Equipment is to be cleaned as listed on the Plan of Care or according to manufacturer recommendation.



### **Emergency go bag is being checked regularly (check on agency policy, if none ask why not?)**

Emergency go bag should include a list of all equipment and supplies contained in the bag and must be checked daily and after every use.



### **Do the nursing notes correspond to the time sheets and billing?**

Number of errors and Hours/ Units on billing must match time sheets and nursing notes.

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