|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Enhanced Extern Program on 5 South** | | | | | |
| **Document Owner**: Corinne Savignac | | **Program/Service Area**: General Internal Medicine – 5 south | | **Issue Date: June 18, 2021** | |
| **Revision Date:** | |
| **Approval:** | Lisa Zeman | | **Takt Time (frequency i.e. daily/hourly):** | |  |
| **Signature:** |  | | **Cycle Time (duration i.e. overall time of SOW):** | |  |

**Purpose:** *Standard work establishes the current best work sequence to perform cyclical, routine but essential tasks.* *Define in clear, easy to understand language what the standard work is for.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Content (Task / Activity) | Time | Details / Visual Component (if applicable) |
| 1. | **Activities of Daily Living** |  | **Bathing/Mouth care/Shaving**  **Toileting and incontinence care**  **Nutrition care (feeding patients)**  **Linen changes**  **Turn and position/ ROM exercises**  **Rounding/ Call bells**  **Patient history**  **Height and weight**  **Braden scale and fall prevention**  **Vitals and pain assessments** |
| 2. | **Replenishing supplies in isolation carts/ hallway closets/ IV trays** |  | **Ensure fully stocked** |
| 3. | **Care of the deceased body** |  | **Assist in patient preparation** |
|  | **Wounds care** |  | **May only assist primary nurse in wound care. May perform very basic wound care (ex. mepilex)** |
| 4. | **Cleaning eye protection** |  | **Adhere to IPAC policy for cleaning and disinfecting eye protection** |
| 5. | **Runner** |  | **Obtain supplies as required** |
| 6. | **Reception/Wayfinding** |  | **Assist with visitor clearance and wayfinding for visitors on/off the units** |
|  | **Patient sitter** |  | **Sit with patients at high risk for falls to decrease restraint use** |
| 7. | **Other duties as assigned** |  | **Charge nurse to guide and monitor EEP throughout shift** |
| 8. | **Documentation** |  | **Orientation to the chart: PDP, care provider signature, care trends, etc.**  **All care provided by extern will be documented.** |
| 9. | **Continence Training** |  | **Assist in toileting patients on precise schedules to retrain for continence and remove briefs** |
| 12. | **\*\*\*Out of scope** |  | **Patient assignment, bedside glucose monitoring, catheter insertion, applying O2 in emergency situation, medication administration, IV starts, taking MD orders, signing as a witness or second signature on high risk medications, procedures that are considered certifications at HSN** |