

Productive Ward process objectives

[Questions to be asked of Ward Managers on the randomly selected wards].

These are some of the objectives for each of the 8 Productive Ward process modules. Please tell us (Yes / No / Don't Know, and brief answers to any clarification questions) what the situation is with each of these on your ward. Feel free to add any further information or clarification if you wish.

Ward Round
Is all information required for ward round prepared and ready to go (i.e. case notes, charts, blood results, x-ray results, dates when these are booked)?
Are patients / relatives involved in ward round (e.g. invited to ask questions)?
Are all issues and plans clearly documented?
Does the ward round always start with the most unwell patients?
Are all relevant patients seen?
Is there a system for flagging and following up any patients missed during ward round?
Admissions and Planned Discharge
Do patients get an EDD in a timely manner?
Do patients undergo a comprehensive risk assessment on arrival in the ward?
Is there a standard discharge process that clearly shows the patient journey?
Is the status of every patient clearly visible or accessible to all staff? (If so) Please briefly describe the system
Is the above (henceforth referred to as 'Patient Status at a Glance') system used to help support discharge management?
Shift Handovers
Does the handover always take place in the same place, at a specific time, and take the time agreed?
Is the 'Patient Status at a Glance' system used to show what needs to be done during a shift?
Is the 'Patient Status at a Glance' system referred to during the handover process?
Is a pre-prepared handover sheet used to capture all necessary information?
Nursing Procedures
Is the equipment needed in the right place and ready to go?
Patient Hygiene
Is responsibility for all elements of patient hygiene requirements confirmed during shift handover?

Are patient hygiene needs and what needs to be done during the shift easily accessible?		
Is patient hygiene equipment always to be found in the same location, ready to go?		
Does all patient hygiene equipment have documented standards for cleaning and storage?		
Are patient hygiene processes delivered so they do not clash with other ward processes?		
Where clinically possible are patients always taken to the toilet, not given a commode?		
Where clinically possible are patients helped to administer their own patient hygiene requirements?		
Are patient hygiene activity records always up to date, consistent, clear and easily accessible?		
Medicine Round		
Are there specified steps to reduce the risk of medication errors occurring?		
Are there specified steps to reduce wasted time in administering medicines?		
Is the process for medicine round documented in a standard operating procedure available in a staff area?		
Auditing or reviewing processes		
Do you carry out either documented audits / general reviews (please tick ✓) of any of the following processes:		
	Documented audits	General reviews
Shift Handover		
Nursing Procedures		
Patient Hygiene		
Meal round		
Patient Observations		
Medicines Round		
Please list any audited or reviewed processes for which results are fed back to the ward staff		
Please list any audited or reviewed processes for which further action is taken where necessary		
Please list any audited or reviewed processes for which there been consistent improvement		