**End of Shift Report Template**

Here are some ideas for what to include in your end-of-shift report to oncoming nurses.

**Patient Info**: Name, room, age, diagnosis, admitting physician

**Assessment Information:**  Abnormals and pertinent normals for diagnosis, status changes

VS and Sats:

Mental status:

Cardiac/Respiratory:

GI/GU: (include I & O if pertinent)

Pain:

Social situation if pertinent:

**IVs that are running:**

**Labs/Diagnostic tests:** Pertinent normals and abnormal for diagnosis

(also specific timing is special tests are due)

**Important medication changes or therapies:**

**Unfilled orders that need to be continued to the next shift:**

**Abnormal occurrences during shift:**

**Stay focused! Don’t gossip! Don’t label patients!**