

<b>UTMB RESPIRATORY CARE SERVICES GUIDELINES – Supervisor’s Shift Report</b>	Policy 7.1.7 Page 1 of 1
<b>Supervisor’s Shift Report</b>  <div style="text-align: right;">Formulated: 03/79</div>	<b>Effective: 06/01/97</b> <b>Revised: 01/31/12</b> <b>Reviewed: 10/28/14</b>

## Supervisor’s Shift Report

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<b>Purpose</b>	To assure total and accurate reports between shift Supervisors of current patient and departmental status.
<b>Audience</b>	All Respiratory Care Services employees.
<b>Scope</b>	Respiratory Care Services provides continuity of services by direct communication between shift supervisors regarding pertinent information. Report covers all functions of the Respiratory Care Services Department to include, but is not limited to the following guidelines:
<b>Guidelines</b>	<ul style="list-style-type: none"> <li>• Total number of ventilators in use</li> <li>• Total patient census (critical and primary care areas)</li> <li>• Procedure counts (critical and primary care areas)</li> <li>• Total number of students and/or orientees as well as their assigned areas</li> <li>• Locations and outcomes of all Code 99’s and Rapid Responses</li> <li>• Personnel report (to include number of employees, call-ins, and overtime hours)</li> <li>• Equipment and supply needs</li> <li>• Clinical incidents or special procedures</li> <li>• Other pertinent comments</li> </ul> <p>At the end of each shift, supervisors will fill out a shift summary and will forward it to the program manager.</p>

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