Date:	Volunteer:
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## Partner With Me

## Volunteer/Patient Worksheet

## To do:

- 1. Review previous days worksheet and carry over any patients still in hospital onto your new worksheet for the day.

  Once you have started a new worksheet, old worksheets can be put in manila folder in PWM supply bin in volunteer office.
- 2. Round/Check in with charge nurses on the following units: 12L, 13L, 14L, 14M, 10CVT
- 3. Prioritize your worksheet for admissions/visitation based on need and criteria= 70 +, Dementia, Alzheimer's and/or cognitive impairment.
- 4. Admit patients as appropriate/ may include calling family at home. Don't forget addressograph, date and signature!
- 5. Check for laminated care plans in rooms of patients that have been discharged
- 6. Check on supplies: Copy questionnaires as needed, check on supply of education packets
- 7. Leave worksheet in volunteer office for next volunteer thumb tacked to bulletin board.

Key: Ad= admitted/questionnaire completed D/C= discharged

Unit/ Room	Name	Gender /age	Dx	Care giver	Ph. #	Ad.	D/C	Notes
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