



## Long-Term Care & Assisted Living Health Care Support Worker (HCSW) **Sample Day Shift Routine**


The purpose of this document is to provide an example of a daily day shift routine for Health Care Support Workers in the Long Term Care and Assisted Living Care Communities. You may wish to create a sample schedule of your own using tables in Microsoft Word to reflect the tasks and timing of your own Care Community. Please reach out to [HCAP@Fraserhealth.ca](mailto:HCAP@Fraserhealth.ca) if you have any questions.

Prepared by FHA HCAP team, July 18, 2024



## HCSW day shift routine

Instructions: HCSW to sign in and report directly to **Choose an item.** at the start of the shift to receive specific instructions (i.e., assigned tasks based on needs of resident/s, unit, and unit activities). Ensure you are wearing your name tag. Refer to the HCSW Can/Cannot do list if you are unsure about a task and check in with your supervisor.

My daily assignment notes:

Time	<b>Task</b>
	*Assigned tasks are subject to change based on the needs of the resident/s, unit, and unit activities*
Click or tap here to enter text.	<ul style="list-style-type: none"> <li>• Attend shift report</li> <li>• Collaborate with <b>Choose an item.</b> on assigned tasks</li> </ul>
Click or tap here to enter text.	<ul style="list-style-type: none"> <li>• Complete bed making for residents, empty garbage cans in room, tidy resident's rooms</li> <li>• Set tables/carts with cutlery and clothing protectors before breakfast</li> </ul>
Click or tap here to enter text.	<ul style="list-style-type: none"> <li>• Assist with portering residents to the dining room for breakfast</li> <li>• Assist residents to their designated seats</li> <li>• Place clothing protectors on residents</li> <li>• Assist in setting up meal trays</li> <li>• Assist with limited food preparation such as heating prepared food, making tea</li> </ul>
Click or tap here to enter text.	<ul style="list-style-type: none"> <li>• Stack dishes, clear dining tables, pick up meal trays, clean and tidy dining area</li> </ul>
Click or tap here to enter text.	<div style="display: flex; align-items: center;">  <p>Coffee Break; Report to care team when going on break and upon returning</p> </div>
Click or tap here to enter text.	<ul style="list-style-type: none"> <li>• Check in with Recreation team</li> <li>• Assist residents to recreation area</li> <li>• Assist with recreational activities as directed by recreation team</li> </ul>
Click or tap here to enter text.	<ul style="list-style-type: none"> <li>• Spend time with residents; read to them, take them for a walk around the unit, make meaningful conversations</li> <li>• Stock carts and resident's rooms with linen and supplies</li> <li>• Check and tidy utility areas</li> <li>• Label new clothes/hip protectors</li> <li>• Prepare tub/shower room</li> <li>• Clean tub/shower room as directed</li> <li>• Answer call bells and assist residents as able, refer to care staff when appropriate</li> <li>• Tidy resident's rooms</li> <li>• Clean wheelchairs and equipment as directed as per schedule</li> <li>• Greet and direct visitors</li> </ul>
Click or tap here to enter text.	<ul style="list-style-type: none"> <li>• Set tables/carts with cutlery and clothing protectors before lunch</li> </ul>

## HCSW day shift routine

Click or tap here to enter text.	<ul style="list-style-type: none"> <li>• Assist with portering residents to the dining room for lunch</li> <li>• Assist residents to their designated seats</li> <li>• Place clothing protectors on residents</li> <li>• Assist in setting up meal trays</li> <li>• Assist with limited food preparation such as heating prepared food, making tea</li> </ul>
Click or tap here to enter text.	<ul style="list-style-type: none"> <li>• Stack dishes, clear dining tables, pick up meal trays, clean and tidy dining area</li> </ul>
Click or tap here to enter text.	 <p>Lunch Break; Report to care team when going on break and upon returning</p>
Click or tap here to enter text.	<ul style="list-style-type: none"> <li>• Check in with Recreation team</li> <li>• Assist residents to recreation area</li> <li>• Assist with recreational activities as directed by recreation team</li> </ul>
Click or tap here to enter text.	<ul style="list-style-type: none"> <li>• Tidy utility area</li> <li>• Spend time with residents; read to them, take them for a walk around the unit, make meaningful conversations</li> <li>• Answer call bells and assist residents as able, refer to care staff when appropriate</li> <li>• Monitor residents who wander and residents who are falls risk as directed</li> <li>• Greet and direct visitors</li> </ul>
Click or tap here to enter text.	 <p>Coffee Break; Report to care team when going on break and upon returning</p>
Click or tap here to enter text.	<ul style="list-style-type: none"> <li>• Tidy resident rooms</li> <li>• Tidy and stock tub rooms, hallways, linen room, sling rooms, utility rooms</li> <li>• Empty garbage</li> <li>• Answer call bells and assist residents as able, refer to care staff when appropriate</li> <li>• Monitor residents who wander and residents who are falls risk as directed</li> <li>• Ensure ceiling lifts in all rooms are docked and charging</li> <li>• Ensure mechanical lifts in hallways are plugged in and charging</li> <li>• Ensure vital sign machine and emergency equipment is plugged in</li> <li>• Greet and direct visitors</li> </ul>
Click or tap here to enter text.	<ul style="list-style-type: none"> <li>• Complete rounds and report off/sign out for the day</li> </ul>