Nursing shift report

LETTER

FICTIONAL SR-01 / Typed example / Not a patient record

01 IDENTIFY & TIME THE SNAPSHOT

Date / shift: 26 Oct 2026 / Night

Unit / location: Adult surgical ward

Unit-approved patient identifiers: Morgan Lee / Training ID SR-101 (fictional)

Sender: Elena

Snapshot verified at: 18:55

02 WHAT MATTERS THIS SHIFT

Admission / current priority; relevant history and source:
Day after knee surgery; assisted mobility; physiotherapy review pending.

Allergies + reactions / verification; current alerts + order source:
Penicillin: prior rash; record/patient verified 18:45. Other alerts/orders: verify EHR.

Patient goal / communication needs / who may hear the report:
Bathroom help; explain assistance. Partner: mobility only. Private medication-history talk requested.

03 CURRENT BEDSIDE STATUS - INCLUDE TIMES & SOURCES

Relevant findings / trends / pain and response:
18:40: patient reports pain 3/10 at rest; alert and conversing.

Mobility + assistance / safety / skin, wounds, lines or drains:
One-person assist + walker (current plan). Dressing dry/intact at 18:50.

Intake / output / diet or procedure instructions: verify current orders:
Other device, intake/output and diet details not supplied; verify current record.

Time-critical medication / reassessment: verify MAR, order and actual status:
MAR: prescribed analgesia given 18:30; pain reassessment 19:15 pending.

04 PENDING WORK - RECEIPT IS NOT COMPLETION

Action + if delayed / backup	Owner	Due / recheck	Actual status + time
Reassess pain per supplied plan. Worse: unit escalation sooner.	Nora	19:15	Pending at 19:00
Check physiotherapy status. If absent: therapy + charge nurse.	Nora	19:30	Pending at 19:00

05 CLOSE THE HANDOFF & RECORD LATER CHANGES

Receiving nurse / accepted at: Nora / 19:00

Receiver's repeat-back / open questions / unaccepted work + escalation:
Repeats pain reassessment 19:15 and physiotherapy-status check 19:30.

Later update: event time / change / notified person + response / chart entry:
No later outcomes supplied at handoff.

Fictional teaching facts, not clinical instructions. Blue entries are typed at 9 pt on the original form.

Typed layout checked; physical print/handwriting test and RN review remain pending.

Empty space does not mean no other care is needed. Full source packet and explanations are in the guide.