

# MED-SURG SHIFT ORGANIZER

Date: \_\_\_\_\_ Unit: \_\_\_\_\_ Nurse: \_\_\_\_\_

Shift: â–j Day (0700-1900) â–j Night (1900-0700)

TIME	ROOM / PATIENT	MEDS / LAB / IV	ASSESSMENTS & TASKS
0700 - 0800			Report / Handover
0800 - 1000			Assessments / AM Meds
1000 - 1200			Rounds / Wound Care
1200 - 1400			Glucose / Mid-day Meds
1400 - 1600			Charting / Vitals
1600 - 1800			Evening Meds / Prep
1800 - 1900			Final Documentation

**PRIORITIES / TO-DO**  
**CRITICAL VALUES / STAT ORDERS**