RESOURCE 4 • NEW TO ACUTE CARE

Start-Of-Shift Checklist

Build Your Day Before Your Day Builds Itself

FORMAT	CAREER LEVEL	COLLECTION	ACCESS
Printable PDF	New to Acute Care	New to Acute Care	Free

STEP 1 — REVIEW

- ☐ Confirm assignment
- ☐ Review new patients
- ☐ Review expected discharges
- ☐ Identify possible discharges
- ☐ Review relevant overnight/weekend developments
- ☐ Identify unfinished items requiring follow-up

STEP 2 — PRIORITIZE

Identify:

Discharge Today

High-Risk Barrier

Time-Sensitive Referral

Family/Patient Decision Needed

Escalation Needed

STEP 3 — PREPARE FOR ROUNDS

For each priority patient, know:

- ☐ Expected discharge date
- ☐ Anticipated disposition
- ☐ Primary barrier
- ☐ Current case-management action
- ☐ What you need from the medical/interdisciplinary team

© 2026 Tyauna Woods • thecaremanagementhub.com • For individual educational use only.

STEP 4 — PLAN YOUR FIRST HOUR

First task:

Second task:

Third task:

> **CLINICAL PEARL**
>
> Do not assume the first patient on your list is your first priority.
>
> Consider:
>
> **Urgency + discharge readiness + complexity + time sensitivity + potential barriers.**

Educational resource only. Follow your organization's policies, scope of practice, and applicable laws and regulations. Not a substitute for professional, clinical, or legal judgment.

© 2026 Tyauna Woods • thecaremanagementhub.com • For individual educational use only.