



*Nice Speech Lady*

**HANDOUT-ABLE: Documenting Time/Efforts in SNF Regarding Productivity**

Total time spent with patients today = \_\_\_\_\_

Total time in building = \_\_\_\_\_

Productivity percentage = \_\_\_\_\_

Trend this week (circle): hitting the mark/was low earlier this week/was high earlier in the week/other: \_\_\_\_\_

**Time necessary for patient care:**

\_\_\_\_\_ Conversed with other staff regarding current patient needs; patient was not/could not be present.

\_\_\_\_\_ Searched for documentation/signatures for necessary steps toward fulfilling needs of patients.

\_\_\_\_\_ Communication lead to an eventual refusal rather than a visit; all measures were taken to avoid a refusal.

\_\_\_\_\_ Time was required for progress notes, daily notes, evaluations, discharge summaries, or other extra requests.

\_\_\_\_\_ Communication with patients lead to identification of a medical event, which lead to no visit, etc. Immediate nursing intervention was required instead.

\_\_\_\_\_ Review of documentation was needed.

\_\_\_\_\_ Nursing, administration or DOR pulled the clinician from duties for an immediate patient need, intervention or action.

\_\_\_\_\_ Phone calls from family members occurred; the patient was not/could not be present.

\_\_\_\_\_ Required participation in meetings occurred; patient was not/could not be present.

\_\_\_\_\_ Time was required to prepare for visits, such as traveling to the kitchen/waiting for necessary supplies/gathering materials, etc.

\_\_\_\_\_ Waiting on the patient to complete toileting or showering, or other duties was needed; a missed visit would have likely not occurred if time without this.

\_\_\_\_\_ Discussed/answered questions of DOR or other staff members regarding scheduling, productivity, or logistics.

\_\_\_\_\_ Discussed/answered questions of DOR or other staff members regarding specific patient needs.

\_\_\_\_\_ Technology difficulties, and need to call tech support and/or troubleshooting occurred.

\_\_\_\_\_ Facility events occurred, such as a fire alarm, facility emergency or state survey activity.

\_\_\_\_\_ Trip to the store was necessary in order to purchase required materials for treatment.



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- \_\_\_\_\_ Time was needed for listening to concerns from CNAs and nurses regarding patients, which could lead to a future referral.
- \_\_\_\_\_ A required facility meeting was attended.
- \_\_\_\_\_ A required therapy meeting was attended.
- \_\_\_\_\_ Participated in a necessary multi-disciplinary/nursing/care conference meeting.
- \_\_\_\_\_ It was indicated to spend time determining productivity.
- \_\_\_\_\_ A required competency training/education event was attended.
- \_\_\_\_\_ New hire shadowing/demonstration on performing documentation was necessary.
- \_\_\_\_\_ Emails/information was reviewed as requested.
- \_\_\_\_\_ Time was required to obtain patients for participation in group or concurrent visits.
- \_\_\_\_\_ Cleaning/sanitizing the work space was needed.
- \_\_\_\_\_ Covid testing/flu shots/vaccinations/CPR/other required events to work at the facility was indicated.
- \_\_\_\_\_ Planning time for therapy activities was needed to allow for provision of effective, quality services.
- \_\_\_\_\_ Organizing the gym/work space was required.
- \_\_\_\_\_ Submitting work orders/sending info. to other departments in the facility for patient care was needed.
- \_\_\_\_\_ Conversed/collaborated with other therapy staff to be able to address areas of involvement in patients.
- \_\_\_\_\_ Answered questions or concerns from visitors in the building.
- \_\_\_\_\_ Travel occurred between buildings.
- \_\_\_\_\_ Urgent events which could not be anticipated occurred: \_\_\_\_\_.
- \_\_\_\_\_ Addressed immediate unsafe environmental or other situations that could lead to worker or patient injury.
- \_\_\_\_\_ Time was required to plan for group or concurrent visit.
- \_\_\_\_\_ Necessary restroom breaks occurred in order to avoid the clinician from developing conditions which could place him/her at-risk of missing work in the future.
- \_\_\_\_\_ Other: \_\_\_\_\_.

Comments: \_\_\_\_\_  
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