When training staff on hourly rounding, have them document rounding and use the competency assessment to find gaps in consistency. More consistency reduces variance of expected clinical outcomes of patients.

After training, ask staff to do a written self-assessment like the one below. It should evaluate everything from how they introduce themselves and PPD (pain, plan of care, duration), to how they perform tasks and document their rounding. Then have an evaluator assess them as well.

| DATE: | | |
| NAME: | | |

<table>
<thead>
<tr>
<th>EMERGENCY DEPARTMENT HOURLY Rounding Competency</th>
<th>SELF ASSESS</th>
<th>EVALUATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVALUATOR:</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

**INTRODUCTIONS**

Knock on door or ask for permission to enter

Use AIDET to introduce yourself and co-worker

Manage eye contact or that of your co-worker

**EXPLAIN HOURLY Rounding WHEN ROOMED**

Use key words “very good” care

Explain hourly rounding, an rounding schedule - q 1 hour

**UPDATE WHITE BOARDS**

Place name on white board

Update status of “tests/treatments for patient”

Ask patient what “very good” = document on white board

**ADDRESS PPD - PAIN PLAN OF CARE DURATION**

Ask patient to rate their pain

Update patient plan of care

Provide approximate wait time until disposition

**ASSESS THE ENVIRONMENT**

Ensure safety (side rails up, call light in reach)

**PERFORM TASKS**

Complete MD ordered treatments, procedures

Administer ordered medications

Address personal needs/questions

**CLOSING**

Communicate when you will return

Is there anything else I can do for you? I have the time

Document your round on the leg