# Excellence in the Emergency Department

**Sample Hourly Rounding Competency Check List Template**

**DATE:** ____________________________  
**NAME:** ____________________________  

## Emergency Department Hourly Rounding Competency

<table>
<thead>
<tr>
<th><strong>EVALUATOR:</strong></th>
<th><strong>SELF-ASSESS</strong></th>
<th><strong>EVALUATOR</strong></th>
<th><strong>COMMENTS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
</tr>
</tbody>
</table>

### Introductions

Knock on door or ask for permission to enter.  
Use AIDET to introduce yourself and co-worker.  
Manage up your skill or that or your co-worker.

### Explain Hourly Rounding When Roomed

Use key words “very good” care.  
Explain hourly rounding and rounding schedule – q’1 hour.

### Update White Boards

Place name on white board.  
Update status on tests/treatments for patient.  
Ask patient what “very good” = document on white board.

### Address PPD – Pain… Plan of Care… Duration

Ask patient to rate his/her pain.  
Update patient on plan of care.  
Provide approximate waiting 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 return.  
Is there anything else I can do for you? I have the time.  
Document your round on the log.

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