DEPARTMENT: Nursing Service Department		**POLICY NUMBER:** DPOTMH-IPP-NSD-P028-(01)	
TITLE/DESCRIPTION: **POLICY ON THE USE OF WHITE BOARDS IN PATIENT ROOMS**			
EFFECTIVE DATE: January 31, 2025	**REVISION DUE:** January 30, 2028	**REPLACES NUMBER:** N/A	**NO. OF PAGES:** 1 of 6
APPLIES TO: Nursing Service Division		**POLICY TYPE:** Internal	

PURPOSE:

To establish guidelines for the effective and standardized use of whiteboards in patient rooms as a tool to enhance communication between healthcare providers, patients, and their families, while maintaining patient privacy and confidentiality.

DEFINITIONS:

White board - a writable surface placed in patient rooms used for communication between healthcare providers, patients, and their families, displaying information related to the patient's care plan, daily goals, and other relevant updates.

RESPONSIBILITY:

Head Nurse and Staff Nurse

POLICY:

1. The white board shall include essential patient information:
   - Room number
   - Staff Nurse assigned and shift schedule
   - Diet and allergies
   - Plan of care which includes diagnostic tests to be done, procedure, and nursing priorities within the shift
   - Activities and restrictions
   - Reminders and instructions for special endorsements
   - Physicians

2. The white board shall be updated at the end of each shift to ensure it accurately reflects the latest information about the patient's care plan, goals, and any significant changes in their condition or treatment.

3. Use clear, straightforward language without medical terms or abbreviations, and organize information with bullet points or numbered lists to ensure it is easily understood by patients, their families, and the care team.

4. Only the Head Nurse or the Nurse in-charge shall allowed to input details on the whiteboard.

5. The Head Nurse shall review whiteboard usage and updates to ensure policy adherence.

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PROCEDURE (SOP):

1. During rounds, the assigned nurse reviews the whiteboard to ensure the accuracy of the endorsement from the previous shift.
2. The Nurse in-charge introduces self to the patient or their designated watcher and review the pertinent information displayed on the whiteboard, ensuring clarity and understanding.
3. The Nurse assigned updates the whiteboard at the end of their shift, reflecting the latest care plan and treatment for the upcoming shift.
4. During shift endorsement, the Head Nurse /Senior Nurse reviews and confirm the information written on the white board in the patient's room, ensuring it is accurately communicated to the incoming Nurse.

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WORK INSTRUCTION:

KEY TASKS	PERSON RESPONSIBLE
1. Reviews the whiteboard to ensure the accuracy of the endorsement from the previous shift, during rounds.	Nurse in-charge
2. Introduces self to the patient or their designated watcher and review the pertinent information displayed on the whiteboard, ensuring clarity and understanding.	
3. Updates the whiteboard at the end of their shift, reflecting the latest care plan and treatment for the upcoming shift.	
4. Reviews and confirm the information written on the whiteboard in the patient's room, ensuring it is accurately communicated to the incoming nurse, during shift endorsement.	Head Nurse /Senior Nurse

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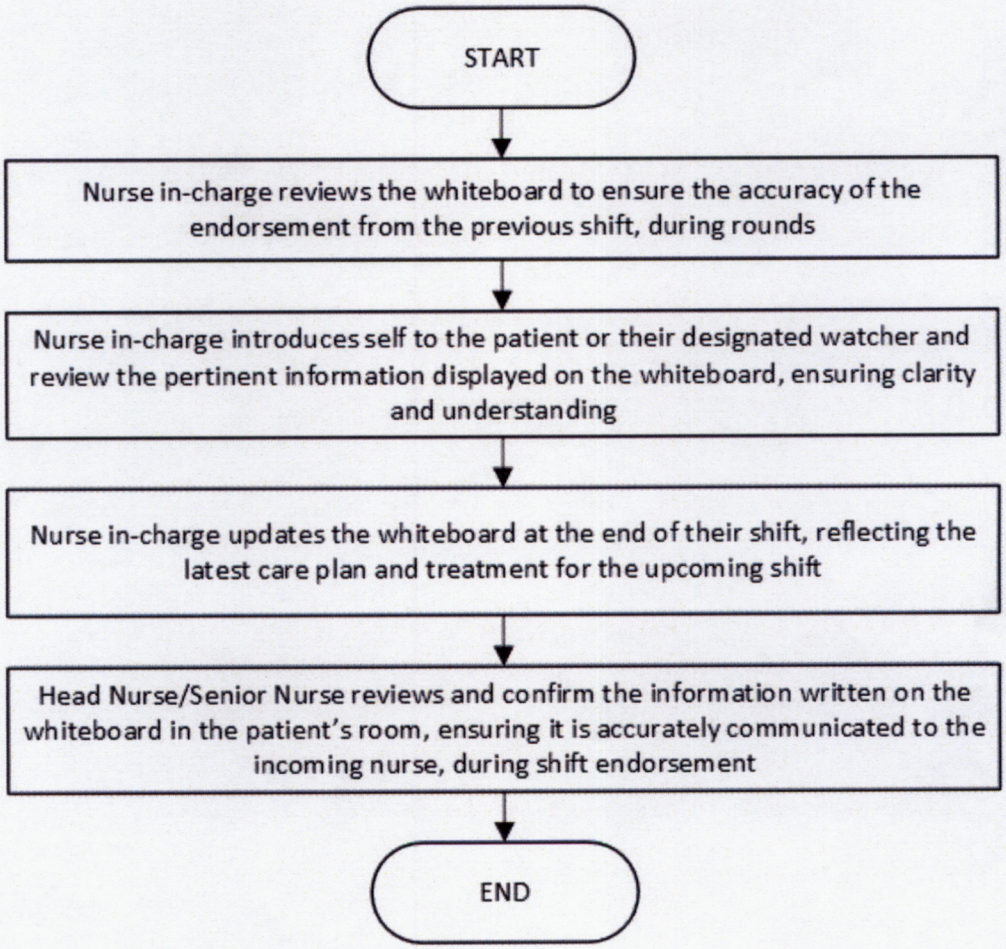
WORK FLOW:



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FORMS: N/A

EQUIPMENT: N/A

REFERENCES:

1. https://pmc.ncbi.nlm.nih.gov/articles/PMC9134397
2. https://academic.oup.com/ijcoms/article/3/1/lyad007
3. https://pmc.ncbi.nlm.nih.gov/articles/PMC7798407

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DR. PABLO O. TORRE MEMORIAL HOSPITAL

METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

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