

Scheduling

Schedule ward rounds, board round and associated activities to prevent conflicts.

Include before, during and after ward round activities in the schedule.

Scheduling should maximise patient flow. Shift times may need to be adjusted to accommodate this.

The ward round lead should ensure the round adheres to the agreed schedule.

Ward rounds should not last more than 120–150 minutes, or have agreed breaks, to prevent cognitive fatigue.

Dialogue scripts can help to correctly pace ward rounds.

Agree mechanisms to prevent unnecessary interruptions.

Include the review of possible outliers or boarders in the schedule.



The area around the ward round should be quiet to ensure clear, undisturbed thinking and communication.

Key equipment must be available and maintained.

Confidentiality must be considered in all communications.

Privacy and dignity must be maintained.

Space for confidential phone calls and uninterrupted record keeping is necessary.

A private room for sensitive

