

The purpose of this document is to provide an example of a daily schedule for Health Care Support Workers in the Long Term Care or Assisted Living settings.

NOTE: you may wish to create a sample schedule of your own using tables in Microsoft Word to reflect the tasks and timing of your own workplace.

SAMPLE DAILY SCHEDULE

TIME OF DAY	HEALTH CARE SUPPORT WORKER TASKS
0700 - 0800	<ul style="list-style-type: none"> • Attend morning report with care team. • Make resident's beds. • Empty garbage cans in rooms. • Ensure room is tidy overall.
0800 - 0815 Breakfast	<ul style="list-style-type: none"> • Assist residents to their designated seats. • Set tables with cutlery and clothing protectors. • Place clothing protectors on residents. • Set up carts with cutlery and clothing protectors for residents eating in their rooms.
0815 - 0830	<ul style="list-style-type: none"> • 1st coffee break (offset from care aide breaks); Report to care team when going on break and upon returning
0830 - 0900	<ul style="list-style-type: none"> • Collect dirty dishes from the dining room and resident rooms. • Place dirty dishes in bin. • Assist the kitchen staff to clean tables and trays
0900 - 1100	<ul style="list-style-type: none"> • Make remaining beds and empty remaining garbage cans. • Prep tub/shower room for morning baths by filling tub with water, putting a bathing sling on tub/shower chair as needed, ensuring pads, cloths, creams, shampoo, razors and warm flannels are available. • Clean each tub/shower room after each use. • Ensure tub rooms are fully stocked (warmer full, razors, nail clippers). • Tidy tub room. • Answer call bells and assist residents as able –no clinical tasks, refer to HCA as needed. • Stock resident rooms with pads, creams and wipes.
1100 - 1200 Lunch	<ul style="list-style-type: none"> • Continue to answer resident call bells referring to care aide when needed. • Assist residents to designated seats. • Set up dining room with cutlery and clothing protectors. • Place clothing protectors on residents. • Set up carts with cutlery and clothing protectors for residents eating in their rooms.

1200 - 1230	<ul style="list-style-type: none"> • Lunch break (offset of care aides breaks); Report to care team when going on break and upon returning
1230 - 1300	<ul style="list-style-type: none"> • Collect dirty dishes from dining room and resident rooms. • Place dirty dishes in the bin. • Assist kitchen staff to clean tables and trays. • Assist residents to their rooms or lounge as appropriate.
1300 - 1345	<ul style="list-style-type: none"> • Set out pajamas, pads, creams, hip protectors, non-slip socks for evening shift care aides in resident rooms. • Prepare tub/shower room for evening baths. • See 0900-1100 for details on how to do this.
1345 - 1400	<ul style="list-style-type: none"> • 2nd Coffee break; Report to care team when going on break and upon returning
1400 - 1410	<ul style="list-style-type: none"> • Set up resident snack cart
1410 - 1500	<ul style="list-style-type: none"> • Answer resident call bells and refer to care aides when appropriate. • Monitor residents who wander. • Ensure ceiling lifts in all rooms are docked and charging. • Ensure mechanical lifts in hallways are plugged in and charging. • Ensure vital sign machine and crash cart are plugged in. • At 1430, assist care aides with safety check.
End of Shift	<ul style="list-style-type: none"> • Hand in key. • Report to incoming staff.