

# MSKCC Pre-Signout Checklist

These tasks should be performed/verified everyday before an individual submits their list as "ready for signout"

Documentation	<ul style="list-style-type: none"> <li>• Daily progress note complete</li> <li>• Handoff (esp. contingencies) updated</li> <li>• Morning labs ordered (+/- T&amp;S)</li> <li>• Specific instructions for night float 'tasks' in contingencies</li> </ul>	
Critical contact information and GOC documentation	<ul style="list-style-type: none"> <li>• Confirmation of code status</li> <li>• Verified-as-correct HCP/NOK contact information</li> <li>• Name of primary oncologist</li> <li>• Attending-signed DNR order in patient file on floor</li> </ul>	
PRN Medication Orders	<ul style="list-style-type: none"> <li>• Pain medications for mild, moderate and severe pain</li> <li>• Nausea</li> <li>• Insomnia</li> <li>• ?Anxiety</li> <li>• ?Confusion</li> </ul>	<p><b>Example PRN Orders</b></p> <ul style="list-style-type: none"> <li>• Pain: <ul style="list-style-type: none"> <li>• Acetaminophen 650mg PO q6h PRN for mild pain</li> <li>• Morphine 4-6mg PO q4h PRN for moderate to severe pain</li> </ul> </li> <li>• Insomnia: Ramelteon 8mg PO qHS PRN</li> <li>• Nausea: <ul style="list-style-type: none"> <li>• Normal QTc: <ul style="list-style-type: none"> <li>• ondansetron 4mg ODT or IV q8h PRN</li> <li>• compazine 10mg PO or IV q6h PRN</li> </ul> </li> <li>• Long QTc: <ul style="list-style-type: none"> <li>• lorazepam 0.5mg IV q6h PRN</li> <li>• dexamethasone 4mg IV q12h PRN</li> </ul> </li> </ul> </li> <li>• Anxiety: lorazepam 0.5mg PO or IV q6h PRN</li> <li>• Confusion: haloperidol 0.5mg IV q6h PRN</li> </ul>
Scheduled / Admission Orders	<ul style="list-style-type: none"> <li>• Diet OR NPO + IVF</li> <li>• Fingersticks with frequency matched to insulin sliding scale frequency (diabetics or patients taking steroids)</li> <li>• DVT Prophylaxis</li> <li>• Famotidine/protonix (especiall if on steroids)</li> </ul>	