

### Observation Record



**Important** – Form is used for regular and downtime use. **Bold** and *italicized* fields contain critical data elements that **must be reconciled** for downtime.

Date (yyyy-Mon-dd) \_\_\_\_\_ Room \_\_\_\_\_

Last Name ( <i>Legal</i> )		First Name ( <i>Legal</i> )	
Preferred Name <input type="checkbox"/> Last <input type="checkbox"/> First		DOB(yyyy-Mon-dd)	
PHN	ULI <input type="checkbox"/> Same as PHN	MRN	
Administrative Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Non-binary/Prefer not to disclose (X) <input type="checkbox"/> Unknown	

Observation Level Legend		I = Initiation	D = Discharge	C = Change
<b>CO</b> Constant	<b>15</b> - Every 15 minutes	<b>30</b> - Every 30 minutes	<b>60</b> - Every 60 minutes	<b>2 H</b> - Every two hours

Location and Activity Legend (Loc. & Act.)				
<b>Location</b>		<b>Activity</b>		<b>Privilege or Pass</b>
<b>BR</b> - Bathroom	<b>C</b> - Common	<b>A</b> - Awake	<b>M</b> - Meals	<b>PRA</b> - Privilege, accompanied
<b>R</b> - Patient room	<b>S/HO</b> - Seclusion/ High Observation	<b>Ph</b> - Telephone		<b>PRU</b> - Privilege, unaccompanied
<b>K</b> - Kitchen/Dining		<b>TV</b> - Television/milieu		<b>PAA</b> - Pass, accompanied
<b>L</b> - Laundry		<b>P</b> - Program/group		<b>PAU</b> - Pass, unaccompanied
<b>H</b> - Hall/corridor		<b>WV</b> - With visitors		<b>UAL</b> - Unauthorized Leave
<b>CR</b> - Conference/Interview Room		<b>S/R</b> Sleeping ( <i>count 3 breaths</i> )/Resting		

Time	OBS	Loc.	Act.	Initial	Time	OBS	Loc.	Act.	Initial	Time	OBS	Los.	Act.	Initial
00: __					08: __					16: __				
00: __					08: __					16: __				
00: __					08: __					16: __				
00: __					08: __					16: __				
01: __					09: __					17: __				
01: __					09: __					17: __				
01: __					09: __					17: __				
01: __					09: __					17: __				
02: __					10: __					18: __				
02: __					10: __					18: __				
02: __					10: __					18: __				
02: __					10: __					18: __				
03: __					11: __					19: __				
03: __					11: __					19: __				
03: __					11: __					19: __				
03: __					11: __					19: __				
04: __					12: __					20: __				
04: __					12: __					20: __				
04: __					12: __					20: __				
04: __					12: __					20: __				
05: __					13: __					21: __				
05: __					13: __					21: __				
05: __					13: __					21: __				
05: __					13: __					21: __				
06: __					14: __					22: __				
06: __					14: __					22: __				
06: __					14: __					22: __				
06: __					14: __					22: __				
07: __					15: __					23: __				
07: __					15: __					23: __				
07: __					15: __					23: __				
07: __					15: __					23: __				

For paper-based health records, print this as a two-sided form with the instructions on the back, or as a one-sided form, using only the data collection side. For the data collection side, use one piece of paper per 24 hours period only. This reduces the risk of having a day's worth of data missing from the file if it is needed for treatment or legal purposes. Do not scan the instruction page.

**Observation Level Legend** Write in the clock-time cell(s): "I" = initiation; 'D' = discharge; 'C' = change; with prescribed or changed interval. for example, write 'I/30' to represent a new order showing that an observation level of 'every 30 minutes' was started at that time. If the order changes to 'every 15 minutes', then 'C/15' at the cell for that time of change. Then complete the entry by indicating the location and/or activity of the patient for that cell or moment of observation, and initial the entry. The options listed are those named in the Addiction and Mental Health Inpatient Observation Levels procedure AMH-01-01.

**Location and Activity Legend** Unit-specific locations or activities may be added to the blank spaces in the legends, and should be represented by symbols not already used. If a patient is taking advantage of a privilege or pass leave, and is not accompanied by a staff (even if accompanied by a responsible family member), make an entry in the progress note to explain why the observation was not done.

If the patient is declared 'missing' or absent without leave (AWOL) or permission, record "UAL" to reflect addition of UAL terminology and make an entry in the progress notes. See *Code Yellow*. If the patient returns or is observed once again, resume notations reflecting any new or continuing orders in the cell closest to the time representing this event. An entry to the progress notes will also be required.

**Rounds** The hours' count is in 15 minutes increments. The grid starts at midnight, to stay synchronized with the date.

See the example below:

Time	OBS	Loc.	Act.	Initial	Time	OBS	Loc.	Act.	Initial	Time	OBS	Los.	Act.	Initial
00: __					08: __					16:00			PRU	GS/LPN
00: __					08: __					16: __				
00: __					08: __					16:30			PRU	IB/RN
00: __					08: __					16: __				
01: __					09:03	1/15	R	S	IB/RN	17:00		K	M	GS/LPN
01: __					09:17		R	S	IB/RN	17: __				
01: __					09:31		C	A/P/WV	IB/RN	17:30			PAU	GS/LPN
01: __					09:45		K	A	GS/LPN	17: __				
02: __					10:00		K	A	IB/RN	18:00			PAU	GS/LPN
02: __					10:13		C	TV	IB/RN	18: __				
02: __					10:28		C	TV	IB/RN	18:30			PAU	GS/LPN
02: __					10:44		C	TV	IB/RN	18: __				
03: __					11:00	C/30	C	TV	GS/LPN	19:00			UAL	GS/LPN
03: __					11: __					19: __				
03: __					11:30		H	A	IB/RN	19:30			UAL	IB/RN
03: __					11: __					19: __				
04: __					12:00		K	A	IB/RN	20:00		K	M	IB/RN

**Name, initial, designation** - The usual name of the observer, along with the choice of initials used in the cells above, as well as some brief credential (e.g. RN, LPN, RPN) or role description (e.g. Health Care Aide) at 'designation' should be written clearly here, even if the care unit keeps a master list of such names and initials.