

Microsoft Teams

Day in the life – Nurse Supervisor

Meet Michelle, a Charge Nurse at Contoso Hospital, who uses Microsoft Teams to collaborate, connect, and improve patient care.

7:00 AM

Michelle starts her day at the hospital by clocking in using Teams on her mobile device as she prepares for her shift.



8:30 AM

From the nursing station, Michelle reviews the day's Shift Report Summary, and sees patient care items have been flagged as high priority. Michelle reviews these items and follows-up on missing lab work and potential discharges.



9:00 AM

She then heads to the Daily Huddles with the clinical team and ensures they are monitoring their Teams channel for priority items that require completion for patient care.



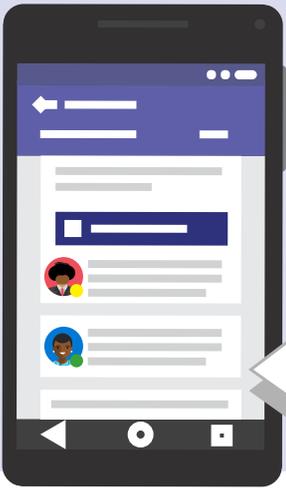
10:00 AM

In charge of managing bed assignments, Michelle makes sure available beds are cleaned and ready for admissions. She sends notes to biomed that room 1A needs a bed repaired/replacement.



10:45 AM

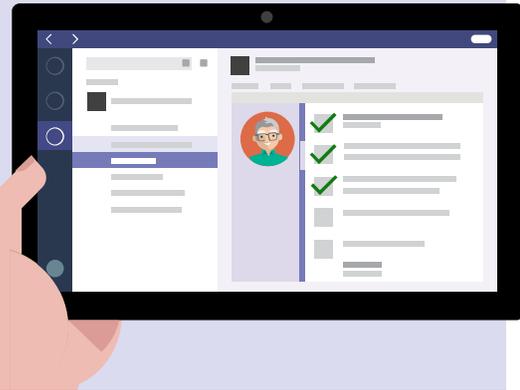
Michelle tags a new nurse in OneNote that contains the PICC prep checklist to make sure the doctor has what is needed.



@Ashley

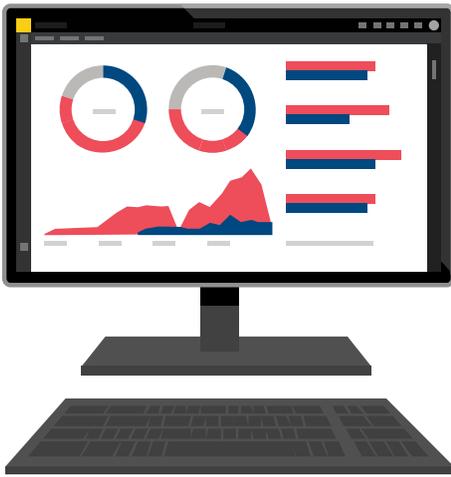
11:30 AM

She reviews the patient discharge list to confirm they have required medications, medical devices, and care instructions for discharge to be completed.



1:00 PM

Michelle attends the hospital Quality and Safety Huddle and learns there is an increase in infection rates on the Dashboard for 2 nursing care units. The trends are tracked to improperly cleaned equipment.



3:00 PM

She tags the Nurse Supervisors at both hospital locations where the equipment is used. She creates a new Teams channel to keep in touch and share best practices with her colleagues.

@Scott



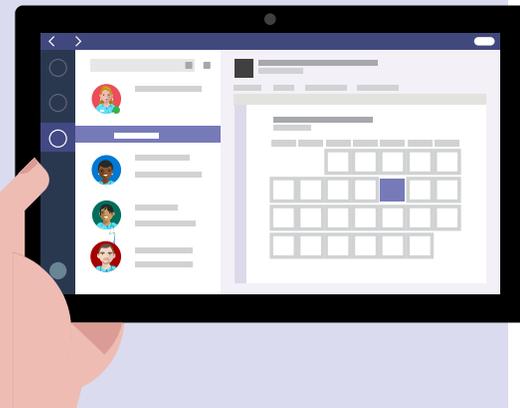
4:30 PM

A patient's family shows up in the waiting room and asks Michelle about a loved one. She searches for the patient's electronic record on her mobile device and updates the family.



6:00 PM

Michelle schedules the monthly in-service training for updated procedures and tags all nurses and supporting staff.



7:00 PM

At the end of her shift, Michelle reviews Shift Summary with oncoming Charge Nurse and clocks out.

