**Patient Acuity Tool Guide**

We are implementing a Patient Acuity Tool to assist with making the patient assignments. By using a standardized tool among all patients to assign them an Acuity Number (1-4) we can adjust nursing assignments to make them more equal/fair for each nurse. This can also assist with making your patient assignments closer to one another. Please complete the Patient Acuity Tool on each patient you have during day shift (at around 1300) and on night shift (at around 0100). The tool for each patient will be completed according to what you expect the nurse will be doing for that patient’s upcoming shift. For example, if you are night shift and the patient has a test/procedure on the upcoming day shift, please include that as part of that patient’s total score.

 You will notice that there are 4 columns. Each column is numbered from 1 to 4. Please check each box that is representative of the patient you are scoring. If they have a checked box under column 1 then the patient get 1 point for that. If they have a box checked under column 2 they get 2 point for that box, and so on. Once you have added up all the boxes you will get a total score. Using this score you can then figure out which Acuity # that you patient is from 1 (being the easiest) to 4 (being the most difficult). Please report these scores to the charge nurse on each shift for the making of patient assignments.