**Consistency of PSW Assignment Tracking Document A: For Measure 1 (Outcome)**

**Step 1:** List the name of each resident in the LTC home on the last day of the month in Column 1

**Step 2:** Write the total number of primary PSWs that care for each of the residents in Column 2

**Step 3:** Put the total number of residents on the list in the “total” cell at the bottom of Column 1

**Step 4:** Put the total number of PSWs in the “total” cell at the bottom of Column 2

**Step 5:** Photocopy more Tracking Documents as needed

**Step 6:** Transfer the total number of residents and the total number of PSWs to Worksheet 1

**Data for the month of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization/Unit Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Column 1** | **Column 2** |
| **Name of each resident in the LTC home on the last day of the month** | **Number of PSWs who were the primary caregivers\* to the resident in the previous month** |
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| **Total number of residents =** | **Total number of PSWs =** |

**\*Definition of primary PSW: The PSW who is primarily responsible for the ADL’s of dressing, eating, toilet use, and personal hygiene**

**Consistency of PSW Assignment Tracking Document A: For Measure 1 (Outcome)**

**Average number of primary PSWs per resident who provide care over a one month period**

**Organization/Unit Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Data for the month of:** | **Total number of residents in the LTC home on the last day of the month**  **(From Tracking Document A; Column 1)** | **Total number of PSWs who were the primary PSWs per resident in the month**  **(From Tracking Document A; Column 2)** |
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**\*Definition of primary PSW: The PSW who is primarily responsible for the ADL’s of dressing, eating, toilet use, and personal hygiene. Evidence has shown that fewer PSWs leads to improved resident experience, so please, count your PSWs from the perspective of your residents. Each “primary” PSW that has contact with the residents should be counted.**

Notes:

1. Try to have the same staff member collect and complete this worksheet each month
2. Upload your information and track your progress on the Residents First Website: [www.residentsfirst.ca](http://www.residentsfirst.ca)

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| --- |
| The Residents First Website will make all calculations.  For your information only: The numerator for this measure is the number of PSWs who were the primary PSWs per resident in the month.  The denominator for this measure is total number of residents in the LTC home on the last day of the month. |