DSHS WASHINGTON STATE Department of Social and Health Services

Private Duty Nursing (PDN) Skilled Nursing Task Log

Client Name	Date of Birth	ACES Client ID	Date of Service

Please see last page for detailed instructions on completing task log.

Section 1. Skilled Nursing Tasks (check all that apply)

Skilled tasks are medical tasks that require a licensed nurse to perform as they involve clinical judgement. Check **ONLY** Skilled Nursing Tasks. **No delegable tasks should be included.**

☐	Mechanical Ventilation
☐	Postural Drainage / Chest Percussion
☐	Respiratory Vest Therapy
☐	Intermittent Positive Pressure Breathing
☐	Deep Tracheal Suctioning
☐	Other skilled treatments requiring nursing assessment / observation / judgement:

Section 2. 24-Hour Skilled Nursing Documentation Log

Time	Task Performed	Initial
12 – 1 AM		
1 – 2 AM		
2 – 3 AM		
3 – 4 AM		
4 – 5 AM		
5 – 6 AM		
6 – 7 AM		
7 – 8 AM		
8 – 9 AM		
9 – 10 AM		
10 – 11 AM		
11 – 12 PM		
12 – 1 PM		
1 – 2 PM		
2 – 3 PM		
3 – 4 PM		
4 – 5 PM		

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Client Name	Date of Birth	ACES Client ID	Date of Service

5 – 6 PM		
6 – 7 PM		
7 – 8 PM		
8 – 9 PM		
9 – 10 PM		
10 – 11 PM		
11 – 12 AM		

Section 3. Clinical Notes / Observations

Section 4. Signatures

Role: RN, LPN, Trained Family Informal Support	Name	Signature	Date

Instructions for completing Private Duty Nursing Skilled Nursing Task Log

Complete one Skilled Nursing Task Log (SNTL) form for each 24-hour period.

A separate form must be completed for each calendar day of service. Seven (7) consecutive days of skilled nursing task logs have been received. Must be current, within 30 days prior to assessment.

Client Information

Complete all client identification fields before documenting services.

Client Name: Enter the client's full name.
Date of Birth: Enter the client's date of birth.
ACES Client ID: Enter the client's ACES Identification number.
Date of Service: Enter the date on which services were provided.

Section 1: Skilled Nursing Tasks

This section identifies the types of skilled nursing services that may be provided during the 24-hour period.

1. Review the list of skilled nursing tasks on the form.
2. Place a check mark next to each task that may be performed during the 24-hour period.
3. If a skilled nursing task is performed that is not listed, write the task in the line labeled "Other skilled treatments requiring nursing assessment / observation / judgement."

Section 2: 24-Hour Skilled Nursing Documentation Log

This section documents when each skilled nursing task was performed.

Time Column: Lists each hour of the 24-hour period.
Task Performed Column: Document the specific skilled nursing task performed during that hour.
Initial Column: The individual who performed the task must enter their initials.

Section 3: Clinical Notes / Nursing Observations

Use this section to document medical findings and nursing observations that demonstrate skilled nursing care.

Documentation may include, but is not limited to: Vital signs, changes in condition, respiratory status, head-to-toe nursing assessments, system assessments and clinical interventions or responses to treatment.

This section should support the medical necessity of the skilled nursing services provided.

Section 4: Signatures and Attestation

The individual providing the services must complete this section. The signature confirms that the services documented were personally provided and accurately recorded.

Role: Indicate the provider's role (RN, LPN, or Trained Family Informal Support).
Name: Print the provider's full name.
Signature: Sign to verify the accuracy of the documentation.
Date: Enter the date the form was completed or signed.

Important Reminders

- Complete one form per calendar day (24 hours).
- Document skilled nursing tasks only. Skilled tasks are medical tasks that require a licensed nurse to perform as they involve clinical judgement. Activities of Daily Living (ADLs) should not be listed or documented. Activities of daily living are basic personal care tasks people do every day. They do not require medical training and can often be done by unlicensed individuals.
- Ensure all tasks are supported by clinical notes when appropriate.
- Each provider must initial tasks they perform and sign the form