Two-way communication board red flag audit

Note on use: Answer the questions below to assess your institution's two-way communication board efforts. Multiple "no" responses suggest your institution should consider revising its two-way communication board format and/or content.

Does your institution: **Yes** **No**

1. Ensure staff can easily access the board in patient rooms without disturbing patients? ☐ ☐

2. Provide an ample number of whiteboard pens near the board? ☐ ☐

3. Include between six and ten elements on the whiteboard? ☐ ☐

4. Ensure a two-way exchange of information (e.g., fields for caregiver-to-patient communication and fields for patient-to-caregiver communication)? ☐ ☐

5. Enable units with unique patient populations, (such as mother-baby or ED), to customize the whiteboards to best meet the needs of patients and staff in these care areas? ☐ ☐

6. Have a sound process in place for soliciting and integrating staff input into whiteboard design? ☐ ☐

7. Have a sound process in place for soliciting and integrating former or current patient input into whiteboard design? ☐ ☐

8. Enforce a consistent auditing strategy to ensure whiteboard compliance? ☐ ☐