



Task Title: Writing a PSW Journal Entry

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: Write a PSW journal entry about a day with a client.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Write continuous text/B2.2
- Use Digital Technology/D.1 (optional)

Materials Required:

- Pen/pencil and paper and/or digital device with word processing program (e.g. Microsoft Word or Google Docs)

Learner Information

Personal Support Workers (PSWs) work with patients requiring various types of care. PSWs may be responsible for tasks such as cleaning and tidying up the patient's room, and helping the patient with dressing, exercising, feeding, bathing, and following medical instructions. Writing reports on the tasks they performed for the patient and their observations of the patient is also an important part of the job, so that the PSW on the next shift knows what has been done or how the patient is doing.

Scan the scenario.

Scenario: You are a Personal Support Worker. You work for Mrs. Pale. It is March 6, 2025. You have finished the day shift (8:00 a.m. to 4:00 p.m.). You must leave a written description of what occurred today for the next worker.

Work Sheet

Task 1: Write a journal entry or type it into a word processing program (e.g. Microsoft Word or Google Docs) on your computer. Your journal entry must include:

- **Client name, date, your name, and the hours of your shift.**
- **What time Mrs. Pale ate breakfast, lunch and supper (you can make the times up).**
- **Medication you gave her: 1 blood pressure pill, 2 pills for heart condition and 15 mL of cough syrup.**
- **The activities she did during the day: She was bathed in the morning, watched TV after lunch, walked around the garden at the end of your shift.**
- **Mrs. Pale's mood was a bit depressed today.**
- **You did some light housekeeping including folding her laundry, making her bed and setting out her pajamas.**

Answer: