



Task Title: Writing a PSW Journal Entry

OALCF Cover Sheet – Practitioner 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:

Answers

Answers will vary. An example answer is below:

Client: Mrs. Pale

Date: March 6, 2025

Shift: 8am-4pm

PSW: Sarah P.

At the beginning of my shift, Mrs. Pale ate breakfast. She ate between 8:15am and 8:45am. I gave her one blood pressure pill, two pills for her heart condition and 15mL of cough syrup. She seems depressed today, but she hasn't been feeling well because of her cough.

After breakfast, I helped her in the bath and then made her bed and helped her get dressed. She ate lunch from 12-12:30pm and then watched TV and fell asleep for a couple of hours. While she was napping, I straightened her room and folded her laundry. We walked in the garden from about 3pm until I finished at 4pm. Before I left, I set out her pajamas for tonight.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B2.2	writes texts to explain or describe			
	conveys intended meaning on familiar topics for a limited range of purposes and audiences			
	begins to sequence writing with some attention to organizing principles			
	uses a limited range of vocabulary and punctuation appropriate to the task			
	begins to select words and tone appropriate to the task			
	begins to organize writing to communicate effectively			
D.1	Follows apparent steps to complete tasks			

Task Title: WritingAPSWJournalEntry_E_B2.2_D.1

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (Print)

Learner (Print)
