

OALCF Task Cover Sheet

Task Title: Writing a PSW Journal Entry

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship <input checked="" type="checkbox"/> Secondary School <input checked="" type="checkbox"/> Post Secondary <input checked="" type="checkbox"/> Independence ___	
Task Description: Personal Support Workers (PSWs) work with patients requiring various types of care. Writing reports or case notes on the tasks performed and the observations about the patient are a vital part of the job. This task requires the learner to imagine that they are a PSW writing about a day with a client. This skill can be used to write journal entries, reports, or work order notes.	
Competency: B: Communicate Ideas and Information	Task Group(s): B2: Write continuous text
Level Indicators: B2.2: Write texts to explain and describe information and ideas	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Paper• Pen/pencil	



Task Title: Writing a PSW Journal Entry

Task Description: Using the information provided in “Task 1”, the learner will write a journal entry for the night shift PSW

Learner Instructions:

A Personal Support Worker (PSW) works with patients requiring various types of care including physical, social and emotional well-being. 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.

Task 1: You are a Personal Support Worker. You work for Mrs. Pale. It is March 6, 2012. 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. Use the journal paper on the following page. Your journal entry must include:

- What time Mrs. Pale ate breakfast, lunch and supper (you can make the times up)?
- The amount of medication you gave her, which was 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, watched TV, walked around the garden.)
- That Mrs. Pale’s mood was a bit depressed.
- That you did some light housekeeping (you can make the details up)

Task Title: Writing a PSW Journal Entry

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
B2.2:	<ul style="list-style-type: none"> Writes texts to explain or describe 			
	<ul style="list-style-type: none"> Conveys intended meaning on familiar topics for a limited range of purposes and audiences 			
	<ul style="list-style-type: none"> Begins to sequence writing with some attention to organizing principles 			
	<ul style="list-style-type: none"> Uses a limited range of vocabulary and punctuation appropriate to the task 			
	<ul style="list-style-type: none"> Begins to select words and tone appropriate to the task 			
	<ul style="list-style-type: none"> Begins to organize writing to communicate effectively 			

This task: was successfully completed____ needs to be tried again____

Learner Comments

Instructor (print)

Learner Signature