OSCE checklist for patient admission to the ward

An OSCE checklist for patient admission to the ward covers preparing the bed space, welcoming the patient, checking identity and allergies, orienting them to the ward, taking baseline observations, completing risk assessments and the nursing history, recording belongings and informing the team.

OSCE checklist for patient admission to the ward: steps to practise

1. Before the patient arrives, prepare the bed space, call bell, oxygen and suction checks and bedside equipment as your policy says.
2. Clean your hands, welcome the patient and family, introduce yourself and confirm the patient's name and date of birth against the referral or notes.
3. Check or apply the identification wristband and check it against the notes. Ask about allergies, including medicines, latex, chlorhexidine, tape and food, and apply an allergy band if your policy uses one.
4. Explain what will happen, gain consent for the admission assessment, and protect privacy.
5. Show the patient the bed, toilet, call bell and how to use it, and explain meal times and visiting.
6. Measure baseline observations: respiratory rate, oxygen saturation, blood pressure, pulse, level of consciousness and temperature. For adults, calculate the NEWS2 score and escalate an abnormal score as your policy says. Record weight and height as needed.
7. Take the nursing history: reason for admission, past history, medicines taken at home, pain, mobility, continence, diet, communication needs and who to contact. Store the patient's own medicines safely as your policy says.
8. Complete the risk assessments your setting uses, such as falls, pressure ulcers, nutrition, infection screening and VTE, and act on the results.
9. List the patient's belongings and valuables, have the list signed as your policy says, and arrange safe storage or return to a relative.
10. Inform the nurse in charge and the medical team that the patient has arrived, clean your hands, and record the time of arrival, observations, assessments and care plan.

What candidates commonly forget

- Not checking identity and the wristband against the notes
- Not asking about allergies or applying an allergy band
- Not calculating NEWS2 or escalating an abnormal score
- Not completing risk assessments
- Not recording belongings
- Not telling the team the patient has arrived

Local policy comes first

This is our own practice checklist. Your college, hospital or country may do some steps differently. Where local policy and this list disagree, follow local policy.

Practise the hands-on steps with a classmate or in a skills lab, because an AI patient cannot watch your technique. You can practise the talking part with an AI patient, and try one station free with no sign-up. Next, try A conversation about a planned admission. Back to the nursing foundation OSCE page: nursing foundation OSCE, or see the full OSCE checklist list.

Common questions

What is the OSCE checklist for patient admission?

Prepare the bed space, welcome and identify the patient, check the wristband and allergies, orient them to the ward, take baseline observations and NEWS2, take a nursing history, complete risk assessments, list belongings, inform the team and record.

Which assessments are done on admission?

Commonly falls, pressure ulcers, nutrition, infection screening, VTE and a pain check. Use the ones your hospital lists.

What if the baseline observations are abnormal?

Calculate NEWS2 for adults and escalate to the nurse in charge or doctor as your policy says. Do not wait until the paperwork is finished.

Should I involve the family?

Yes, with the patient's agreement. Families can give history and support the patient.

Sources

- NMC: standards of proficiency for registered nurses
- Royal College of Physicians: National Early Warning Score (NEWS) 2

Checked 2026-11-13. Fees and rules change, so confirm them with the regulator before you book.