CARE TASK COVERAGE CHECK

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 List a specific practical task such as transport or a supply check.

STEP 2 Assign an owner only after agreement and record its confirmation state.

STEP 3 Use the note for dependencies and the next handover conversation.

STEP 4 Which fact or document still needs checking?

CARE TASK COVERAGE CHECK

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

RECORD OR REVIEW DATE	AGREED CARE TASK	PERSON RESPONSIBLE	REVIEW PROGRESS	AGREEMENT, DEPENDENCY AND NEXT CHECK

Outstanding question or record to confirm

CARE TASK COVERAGE CHECK

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 List a specific practical task such as transport or a supply check.

Concrete next action

Owner / due

ACTION 2 Assign an owner only after agreement and record its confirmation state.

Concrete next action

Owner / due

ACTION 3 Use the note for dependencies and the next handover conversation.

Concrete next action

Owner / due

IMPORTANT CONTEXT

Assignments are local planning notes and are not sent to anyone. This desk does not prescribe clinical care or verify that a task has been performed.

- [ ] Source checked
- [ ] Next action assigned