Hospital Visit Checklist

For pastors, chaplains, deacons, and care team volunteers. Use it for every visit.

Patient _____ **Hospital and room** _____ **Date** _____

1 Before You Go

- [ ] Ask the family if the person wants visitors.
- [ ] Check visiting hours and unit rules (ICU, isolation).
- [ ] Stay home if you are sick or have a fever.
- [ ] Read the notes from the last visit. Know what was promised.
- [ ] Bring something small: a card, a note, a short devotional. No cut flowers or food.
- [ ] Pray for the person and for your words.

2 In the Room

- [ ] Clean your hands. Stop at the nurses' desk.
- [ ] Knock. If staff are with the patient, come back later.
- [ ] Say your name and your church or synagogue.
- [ ] Sit where they can see you. Never sit on the bed.
- [ ] Ask one open question. Listen more than you talk.
- [ ] Greet the family. Keep what you hear private.
- [ ] Ask before you touch.

3 Before You Leave

- [ ] Stay 10 to 15 minutes. Leave early if they tire.
- [ ] Give a signal: "I need to leave in about five minutes."
- [ ] Say thank you.
- [ ] Ask before you pray. Keep it short and specific.
- [ ] Say what happens next. Promise only what you will do.
- [ ] Put the chair back. Clean your hands on the way out.

4 After the Visit

- [ ] Write a short note within the hour: condition, prayer requests, promises.
- [ ] Tell your care team what they need to know (with permission).
- [ ] Follow up within two days: a text, a card, or a call.
- [ ] Plan the next visit, or a home visit after discharge.

Notes and Promises