

Appendix B

Employee Declaration is to be signed during orientation and on annual performance appraisal review acknowledging the employee has read, understood and agrees to follow existing nursing policies and procedures (attach a spread sheet of all policies so the employee can initial)



Labrador - Grenfell
Health

EMPLOYEE DECLARATION

I have read, understand and agree to follow the Nursing Services Policies and Procedures that have been provided to me for my review. See attached.

Employee Name (Please print)

Department Manager/Supervisor Signature

Employee Signature

Date

Date

Employee Policy Review Log

This log is for recording your review and acceptance of new policies and procedures.

The clinical nurse manager is responsible to ensure each nursing staff sign their log sheet acknowledging that they have read, understood and agree to follow a new or changed nursing policy or procedure.

Employee Declaration: I have read, understood and agree to follow the nursing services policies and procedures that have been provided to me for my review. My signature is my indicator.

Employee Name: _____

Title of Policy or Procedure	Administrative Policy Reference Number	Employee Signature	Date
Venous Thromboembolism Prophylaxis Policy	G-1-665		
Falls Prevention Policy	CL-7-060		
Medication Reconciliation on Admission	CL-7-450		
Dangerous Abbreviations Do Not Use Policy	CL-7-400		
Pressure Ulcer Risk Assessment Policy	G-1-505		

Clinical Nurse Manager's Signature _____ Date _____