

SUBJECT: **Employee Communication Board (Sign In/Sign Out)**
APPROVED BY: VP Acute Care: _____
EFFECTIVE DATE: November 2012
REVIEW/REVISED DATE:

Purpose:

Employees/Managers within Community Clinics are regularly required to work or travel outside of their primary site of work. A sign in/sign out procedure will reduce risk by ensuring employee / manager know where staff are.

Policy/Standard:

All employees/managers who are required to travel outside of their primary site of work must use a sign in /sign out process.

All site specific procedures will include information regarding destination, expected time of return, and process to follow if employee/manager fails to return as indicated.

All employees will use the personnel board to outline whether staff is at work, completing home visits, traveling, or on leave.

Materials Required:

Personnel Board

Related Policies:

Employee Communication Board (Sign In/Sign Out)

Procedure:

Regular Working Hours:

- a) All employees/managers will advise the Regional Nurse II or designate of their intended destination. This is recorded on the sign in / sign out personnel board.

- b) If the destination involves visits with clients in their home or community then the employee will leave the client's name, address and telephone number.
- c) Employees/managers will advise of their expected time of return.
- d) If traveling outside of the local area, employees/managers will check in with their primary office when they arrive at their destination.
- e) Employees/manager will inform the Regional Nurse II or designate if the destination or time of returns changes.
- f) If an employee/manager fails to return at the indicated time the Regional Nurse II or designate will initially try to contact the employee at their home. If there is no response the regional Nurse II or designate will have maintenance dispatched to attempt to locate the employee and contact the RCMP to make them aware of the situation.
- g) The regional II or designate will notify their respective clinical manager of the situation.

Evenings, Weekends and Stat Holidays:

- a) Staff will contact the Regional Nurse II or designate at the beginning of each shift. Staff will provide the Regional Nurse II or designate with the list of home visits including the client's name, address and telephone number.
- b) Staff will contact the Regional Nurse II or designate at the end of the shift and advise that they have returned safely.
- c) If staff members do not check in by the end of the shift, the Regional Nurse II or designate will attempt to contact them.
- d) If an employee/manager fails to return at the indicated time the Regional Nurse II or designate will initially try to contact the employee at their home. If there is no response the regional Nurse II or designate will have maintenance dispatched to attempt to locate the employee and contact the RCMP to make them aware of the situation.
- e) The regional II or designate will notify their respective clinical manager of the situation.

References:

OH&S Act

<http://www.assembly.nl.ca/legislation/sr/statutes/o03.htm>