Labrador-Grenfell Health

**Log (communication book) for recording the 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/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 # | Employee Signature | Date |
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**Manager's Signature:** _____ Date**:** _____