

WOODHAVEN PROCEDURES

PROCEDURE NUMBER 2-6-29

Revised: 07-21-21

NEW ISSUE: 10-4-13

SUBJECT: COMMUNICATION BETWEEN SHIFTS

PURPOSE: To carry out the Mandate of Program Services Policy #2

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All Direct Support Staff are expected to speak with the staff that will be relieving them, prior to their departure from their scheduled shift. Staff should communicate any relevant medical or behavioral information between shifts. Staff will also be required to do a controlled medication count in homes where there are controlled medication (see procedure #2-2-7) prior to leaving your shift. Staff who are relieved by live-in staff must ensure that they speak to the live-in and that the live in staff is in their separate apartment prior to leaving. Failure to do this could result in individuals being left unattended; this will result in disciplinary action for failure to follow the guidelines described above.

The only exception to this rule will be in homes where the individuals supported have alone time that is identified in the Individual Plan and are not relieved by a staff when leaving their shift.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Residential & Community Services

Employee Acknowledgement: \_\_\_\_\_ Date \_\_\_\_\_