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|  <p>Connecticut Valley Hospital Nursing Policy and Procedure</p> | <p>SECTION A: NURSING SERVICE ORGANIZATION CHAPTER 1:</p> <p>Policy and Procedure: 1.2 Reporting to Work and the Maintenance of Recordkeeping</p> |
| <p>Authorization: Nursing Executive Committee</p> | <p>Date Effective: May 1, 2018 Scope: Connecticut Valley Hospital</p> |

Standard of Practice:

Nursing staff will report to work on time and sign in indicating their arrival.

Standard of Care:

Nursing staff are required to sign into work prior to the start of each shift worked.

Policy:

To establish guidelines for signing into work as scheduled and to maintain the overtime records.

Procedure:

Signing into work will occur prior to the start of every shift. Staff will sign their name (legibly) as it appears on the daily nursing boards and on the sign-in sheet as provided by the nursing support office.

A. Staff responsibility

1. All nursing staff reporting to duty will locate the daily board and the sign-in sheet in the designated area for the shift they are currently reporting to work for.
2. Recognizing that staff must be present on their unit for report, staff may sign in up to 15 minutes prior to the start of the each shift worked.

B. Supervisor responsibility

1. Supervisors are responsible for placing the nursing board and the sign-in sheet in the designated sign in area(s) for the on-coming employee's arrival no sooner than fifteen minutes prior to the start of the shift.
2. After signing in at the beginning of the shift, the Nursing Supervisor will retrieve the nursing board and the sign-in sheet at the start of the shift, and bring the documents to the nursing office for review.
3. The supervisor retrieving the sign-in documents shall acknowledge receipt by signing their name and time on the bottom right hand corner of the first page of the sign-in sheet.

4. The supervisor will then review the sign in sheet for completeness.
 - For staff that are scheduled to work and have not signed in, the nursing supervisor will first call the unit that the staff is assigned to, and determine whether or not the staff has arrived on the unit.
 - If staff is located on the unit, the supervisor will have the employee report to the nursing office and have the employee sign in. At this point, the nursing staff person that did not sign in needs to be reeducated on the procedure.
 - Repeated failure to sign in on the nursing sign-in sheet prior to reporting to the unit may result in progressive discipline after being reeducated on the procedure.
 - If the staff is not located on the unit, an attempt will be made to reach the employee by phone, at which point the status of the employee will be determined.
 - Lateness: Per work rule # 9 “Employees unable to report for work shall call in to their supervisor or designee within one-half hour of the start of their scheduled workday to provide the reason for their tardiness or absence and/or to request the use of earned time, as required. Where continuous operations are involved, a call shall be made at least one-half hour prior to the start of a shift.”

Supervisors may approve the use of PL for urgent/emergent situations, facility needs permitting. Employee may be required to show proof of urgent/emergent situations. In the absence of PL, the employee will be marked “tardy” for the full amount of time that the employee is late.

For staff arriving after the start of the shift:

A red line will be drawn at the time of the start of the shift and staff will sign in below the red line. The Nurse Supervisor will document the time of arrival.

5. In the event of a staffing emergency, (snow storm, for example) when it may be necessary to hold an employee over for more than two shifts, a Director of Nursing will be contacted to either approve or deny the request.
6. All overtime documentation shall be maintained in the nursing support office (or designated area) for a period of five years.

C. Director of Nursing Responsibility

1. It will be the responsibility of the Director of Nursing` in charge of the nursing support office to perform an audit twice a year, on ten different employees, comparing the sign in sheets to the actual timesheet of randomly chosen employees to determine the accuracy.
2. In the event that an emergency occurs in the facility, it will be the responsibility of the Director of Nursing in charge to authorize additional hours of work exceeding two shifts. In addition to the approval of such

hours, the Director of Nursing is responsible for giving written approval for the additional hours, which will be filed with the nursing boards/sign-in sheets for the shift in which it occurred.