



POLICY: R-II-2
DEPARTMENT: Personal Support Services
CATEGORY: Documentation
EFFECTIVE DATE: August 2013
SUPERSEDES VERSTION DATED: April 2008
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Policy & Procedure Manual

DAILY LOG BOOK – R-II-2

POLICY:

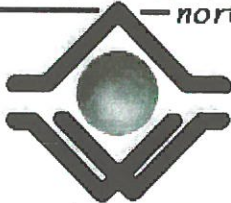
The staff responsible for the medication keys on each of the day, evening and night shifts shall ensure that a report is completed for their shift and entered into the Daily Log Book.

PURPOSE:

To keep all staff informed of client related issues/activities on a 24 hr. basis.

PROCEDURE:

1. As soon as possible after starting their shift, all staff will read all recent entries in the Daily Log Book, as well as all other related documentation required to ensure continuity of care.
2. Before the end of each of the day, evening, and night shifts, the person responsible for the medication keys for that shift will enter a report in the Daily Log Book.
3. The report will include the date, the time covered by the report, as well as the names of staff working during that time frame.
4. Any pertinent information that is client related should be entered, i.e. change in medications, cold symptoms, outings, appointments, or anything that is atypical for a client. *
5. Follow-up entries shall be made in subsequent Daily Log Book entries until the atypical behaviour or condition is resolved, i.e. behaviours; effects of P.R.N.'s administered; status of illness.
6. Any work related communication between staff or between staff and Supervisor that is not client related shall be entered into the Communication Book.



PROCEDURE (continued):

7. Supervisor will review and initial all entries in the log.

- N.B. All client specific information is to be charted on the individual client progress notes as well.

RECOMMENDED BY: Director, Personal Support Services **APPENDICES:** None

OPERATIONAL ACCOUNTABILITY: Administration, Personal Support Services
Administration, Personal Support Services

ORIGINAL POLICY DATE: September 1992

AUTHORIZED BY: Executive Director

SIGNATURE:

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to be the name of the Executive Director.