


Guam Behavioral Health and Wellness Center		
TITLE: Endorsement for End of Shift and Off-Site Activities and Rounds	POLICY NO.: CL-RP-32	PAGE: 1
APPLICABILITY: Clinical-Residential Program-Guma Asusena	REFERENCES:	
APPROVED BY:  REY M. VEGA, DIRECTOR	EFFECTIVE: 05/01/2015	
	REVISED: 05/11/2015	

PURPOSE:

- A. To ensure the safety of the consumers at all times.

POLICY:

- A. The House Manager/Shift Leader is responsible for ensuring the P&P is followed.

PROCEDURE:

Assigning Consumers:

- A. Each consumer is assigned to a specific staff member by the House Manager/Shift Leader.
- B. Prior to shift change, the incoming shift receives his/her shift assignments in the presence of the House Manager/Shift Leader.

End of Shift Requirements:

- A. At the end of the shift, staff shall ensure their specific consumers received all his/her required services during the shift (i.e., medications, bathing, appointment, etc).
- B. Prior to verbal endorsement, the outgoing shift shall make their final rounds and do a head count.

Verbal Endorsement:

- A. Staff is responsible for endorsing their assigned consumers to the oncoming shift.
 - a. Endorsement shall include how activities went and the consumer's level of participation.
- B. Endorsement shall be communicated clearly.
 - a. Ample time shall be given to allow for questions and clarifications.

Rounds at End of Shift:

- A. After verbal endorsement, both shifts (oncoming and outgoing) shall do rounds with all consumers and a head count, together.
- B. During rounds, staff shall communicate with the consumers and inquire as to how they are, if there is anything staff can do to help them, and orient them to the shift change, including the time and name of their staff member for the oncoming shift.

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Off-Site Activities:

- A. Prior to leaving the home, the Shift Leader completes a head count and records it in the Log Book.
- B. Prior to leaving the activity destination, the Shift Leader completes a head count.
- C. Upon returning to the home, the Shift Leader completes a head count and records it in the Log Book.

Close Observation:

- A. The Shift Leader shall complete a head count of all consumers every 30 minutes and log as "All (Insert #) consumers in the unit and accounted for."