

Department Duty Hours, Nursing Services

Highlights	Policy Statement
Department Hours	Our facility has developed and assigned duty hours for the Nursing Services department.
Staggered Hours	Policy Interpretation and Implementation
Revising Work Schedules	<ol style="list-style-type: none"> 1. Nursing service is provided twenty-four (24) hours per day, seven days per week. 2. Staggered work hours may be assigned by the Director of Nursing Services when necessary. 3. There may be occasions when an employee is expected to remain on his/her assignment until appropriate relief is assigned.
Advance Notice of Change in Work Schedule	Departmental work schedules may be revised by the Director of Nursing Services when deemed necessary and appropriate to ensure that each resident's needs are met.
Working Scheduled Shifts	<ol style="list-style-type: none"> 4. Insofar as practical, nursing personnel will be informed of changes in their work schedule at least twenty-four (24) hours in advance of the change.
Exchanging Work Assignments/Schedules	<ol style="list-style-type: none"> 5. Department personnel are expected and required to work their scheduled shifts. Failure to report to work as scheduled may result in disciplinary action.
Responsibility for Working Exchanged Assignments/Schedules	<ol style="list-style-type: none"> 6. Exchanging of work assignments/schedules among the nursing staff must be approved by the Director of Nursing Services, or his/her designee, prior to such exchange taking place. 7. Staff making the exchange is responsible for working the assigned schedule. Failure to do so may result in disciplinary action.