

Residential Programs SOPs

Definition SOP: Standard Operating Procedures

In times of stress, more than ever, routines and predictability are a source of comfort for us and for the individuals we serve. The recent pandemic taught us that! WIN has high standards and this document is intended to provide you with a visual reminder/checklist to help you stay organized and mindful of your duties in good times and challenging:

On Arrival – take 10 to 15 minutes to do a thorough Shift Exchange

1. **Perform Self Assessment: readiness/fitness to work (guidelines coming soon)** In the past, we had Covid19 assessment – this is more of a mental fitness test and strategies on how to be mindful and “get in the zone”
Hand hygiene upon shift start is always a good idea – especially in flu season.
2. **Clock in**
3. **Do a shift exchange** with previous staff:
Shift Exchange includes: review med sheet, financial ledgers, verbal exchange of information, while previous shift completes lognotes and logs off SV – greet individuals – ask them to give you time to do your read up
4. **Log onto Sharevision/Create Your To Do List:**
Read:
Staff Announcements,
Residential Communication log,
previous lognotes,
start your log notes (leave blank and add to throughout your shift),
check residential calendar,
Create Your To Do list from verbal information, log notes, communication logs, calendar, announcements, individual’s schedules/routines,
review outcomes.
5. **Set your timers:** set your reminders for med times (if necessary set timers/alarms for appointments or do whatever works for you for reminders. For many the To Do List will help for appointments/commitments.

Meals, Meds, Routines

1. **Prepare Regular Meals at predictable times.** This of course varies from house to house, but regular meals and healthy eating is important. When you can, eat your meals with individuals
2. **Follow Med Admin Protocols and Sign Med sheet immediately AFTER individual takes their meds.**

End of Shift – finish your log notes, record in outcomes, follow up notes, family communication etc as required. Check your To Do List, pass on critical tasks not completed to the next shift in communication log and/or verbally.

Leave work at work as much as possible!