|  |  |
| --- | --- |
|  WING ASSIGNMENTS  | NO. 231 |
| 1. Wing assignments will be posted on the nurse assistant’s schedule on a daily basis.2. Changes to wing assignments must be approved through the DON or Administration when available. Nurses may make changes to wing assignments when it provides more appropriate care to residents (ie. call-offs occur causing one wing to be staffed better than the other wing). Nurses must initial changes to the wing assignments and state reason for the change on the DON report sheet.I have read and understand the above information.­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Signature Date |
| Approved: | Effective Date: | Revision Date: | Change No.: | Page: 1 of 1 |