

Give a detailed report to the person who relieves you.



When a nurse completes her shift or goes on a break, she must give a detailed 'Shift Report' about every patient to the person who will take over their care.

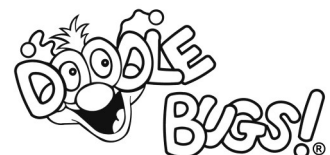
As a professional, you have the same responsibility.

- At the end of your shift:
You must give a detailed (verbal or written) report to the person who takes over for you. Ask yourself, "what do parents need to know?".
- When you go on a break (including bathroom breaks):
Be sure the person covering your break knows the number of children s/he is accepting responsibility for. Alert cards must be accurate! An emergency evacuation (drill or real) can happen at any time.

Please give your coworkers the information they need to keep children safe and to communicate with parents.

OCFS Regulation 418-1.15 (15) Parents must be given the opportunity to discuss issues related to their children and the care of their children with an appropriate staff member or members

MSA High Quality Indicator 6.1a Families feel respected and welcomed by administrators and staff.



Children's Centers