Leamington Mennonite Home
Long Term Care

POLICY AND PROCEDURE

CATEGORY: **Resident Care**	**SUBJECT:** **Signature Record**	**SECTION:** **S** **POLICY:** **3**
DATE: **September 2004** **REVISION DATES:** **June 2015, October 2017**	**Administrator:** _____ **Director of Care:** _____	

SIGNATURE RECORD

POLICY:

A record of staff's initials and signatures is to be kept on all Registered Staff and PSW staff. These will be kept for reference and record purposes. For the Registered Staff, a copy will be kept in each resident's chart and in MAR Sheet binders. PSW's will be kept in group flow sheet binders and in resident's chart.

OBJECTIVE:

To serve as a legal record of initials and signatures of staff for all medications and care given and noted on individual flow sheets, MAR sheets and on the monthly treatment sheets.

PROCEDURE:

- A master signature sheet is kept in the front of each PSW binder and each MAR sheet book.
- All signature sheets are updated as changes in staff take place.

PSW Master Signature Sheet

Name	Signature	Initial	Date