

## Residential SOPs

### Clocking In and Out SOP

#### On Arrival:

- **Perform Self Assessment/readiness for work** use strategies to mentally prepare and to be mindful: “get in the zone”
- **Clock in on Payworks!**  
Greet individuals-ask them to give you time to get ready for work
- **Do a shift exchange** with previous staff: review Med Sign Sheet, Financial Ledgers, verbal exchange of information
- **Log on to ShareVision/Start on Program Page**  
Read:
  - Agency Announcements
  - Communication Logs
  - Residential Calendar
  - Previous Lognotes
  - Health Notes
  - Start your Lognotes (leave blank and edit throughout your shift)
  - Create your To Do List from verbal information. Lognotes, Communication Logs, Calendar, Announcements, Individual’s schedules/routines, review Outcomes & Progress
- **Set timers/alarms/notifications**
  - Med times
  - Appointments/commitments

#### End of Shift:

- Finish your Lognotes
- Record Outcomes
- Health Notes, Family Communication, Incident Reports as required
- Check your To Do List-pass on unfinished tasks
- Conduct Shift Exchange-see above
- Clock Out on Payworks

*Leave work at work as much as possible!*