



**Caressant Care Nursing  
and Retirement  
Homes Limited**

***Inter-Office Memorandum  
Caressant Care Woodstock***

81 Fyfe Avenue • Woodstock, Ontario • N4S 8Y2 • P (519)539-6461 • F (519)539-7467  
www.caressantcare.com

**Date:** August 19, 2013  
**To:** Registered Staff  
**From:** Brenda Van Quaethem  
**Subject:** Registered Staff Contingency Plan for Working Short Staffed

As per the LTCH Homes Act an RN is required to be on duty for 24 hours per day.

If we are working short (call ins made and overtime offered) we will follow the following procedure:

**SECTION A:**

**DAYS**

If Level 1 or Level 2 are short an RN or RPN the corresponding floor will cover both floors giving meds and doing only those treatments that are absolutely necessary.

**EVENINGS**

If Level 1 or Level 2 are short an RN or RPN the corresponding floor will cover both floors giving meds and doing only those treatments that are absolutely necessary.

**NIGHTS**

If RPN calls in, Section B RN will cover both areas giving PRNs and assessing residents as required. Other duties will be left for the next shift.

**SECTION B:**

**DAYS**

If RN calls in we will work short with 3 RPNs covering North Assignment, South Assignment & East Assignment

Section B – If RPN calls in the RN will work in that assignment

**EVENINGS**

If working short a registered staff, one Registered staff will work North assignment and ½ of South assignment (Rooms 1-4) and the other Registered staff will work East assignment and the other ½ of South assignment. (Rooms 16-27)

**NIGHTS**

If RN calls in management on call to be notified. An RN manager will be in the building. RPN will cover the whole building giving PRNs and assessing residents as required. Other duties will be left for the next shift.