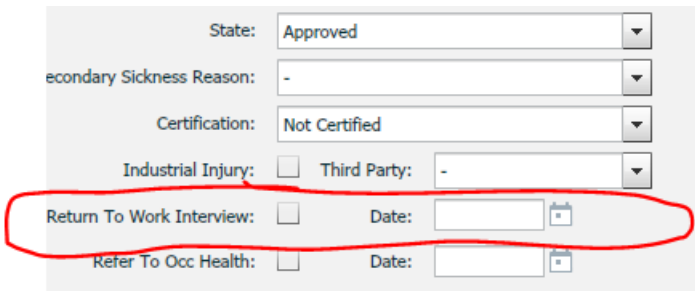


SOP Title	Recording sickness for staff in the ED		
SOP Number			
Version Number	V1		
Effective Date	April 2020		
Author	Louise Croxall		
Approved by			
Approval date			
Distribution			
Location			

Document Control				
Version	Date	Author	Status	Comments
V1	29 th April 2020	L Croxall		

SOP Objectives	To record sickness accurately and perform return work interviews in a timely manner
Scope	To provide support for all colleagues who need it
Performance Measures	Return to work compliance
Related Documents	

Work Instruction – Recording and managing sickness in the Emergency Department

No.	Action	Responsibility
1	Member of staff calls to speak to nurse in charge to inform of sickness/ absence from work	All Staff
2	Nurse in charge records sickness/ absence on roster or safe care	Nurse in charge
3	Nurse in charge commences absence recording form	Nurse in charge
4	All forms are stored in sickness folder	Nurse in charge
5	Folder is reviewed on every shift and anyone on shift needing a return to work has one performed on that shift therefore employees receiving return to work interview on first day back at work	Nurse in charge
6	Return to work interview is recorded on the roster immediately after interview 	Nurse in charge
7	Form placed on lead nurses desk for filing.	Nurse in charge
8		