

Villa Cathay Care Home

POLICY AND PROCEDURE MANUAL

Section: Personnel	Subject : Anti-Fatigue and Maximum Hours of Work
Subject number: PER 003	
Effective Date: April, 2015	Approved by: Administrator
Revised Date: November 2016, August 2020; Oct 2021; Feb 2023; April 2023	Page: 1 of 3
Review Date: May 2023	Reference: Fatigue policy of VCH, IHA, and various care homes

1.0 POLICY

Villa Cathay Care Home recognizes that care quality and staff safety lies in sufficient rest and wellness of staff. To maintain a reasonable work-life balance, staff fatigue due to excessive consecutive shifts needs to be minimized as insufficient rest of staff could negatively impact resident safe care and occupational safety for staff.

Unless under extra-ordinary circumstances, to prevent excessive work a staff member shall not:

- Work more than 16 hours without an 8-hour rest period.
- Work more than 7 days or a total of 60 hours without one day off.

This policy may be exempted during disasters, emergencies, or other exceptional circumstances by the approval of the Executive Director.

2.0 PURPOSE

- To ensure quality care, and safety of residents and staff.
- To reduce the level of staff fatigue and to prevent over exertion.

3.0 DEFINITION

- 3.1 “Fatigue” – an overwhelming, debilitating, and sustained sense of exhaustion that decreases one’s ability to carry out daily activities including the ability to work effectively and function at one’s usual level in family or social roles.
- 3.2 Double shift means two full shifts of 7.5 hours that totals 15 hours consecutive work time, not counting the unpaid break time.

Villa Cathay Care Home

POLICY AND PROCEDURE MANUAL

4.0 SCOPE

This policy applies to

- all Villa Cathay Care Home staff, including both excluded and employees governed by a provincial collective agreement.
- all hours worked including **regular work hours, overtime work, and shift exchange.**

5.0 PROCEDURES

5.1 Villa Cathay Care Home will enforce policies and practice to limit the impact of staff fatigue on both staff and patient safety. These include:

5.1.1 An employee will not work more than 7 consecutive days without a day of rest.

5.1.2 An employee will not work more than 60 hours in a block of consecutive workdays without a day of rest.

5.1.3 An employee will not work more than 16 hours in a 24-hour period.

5.1.4 Hours worked in any department within Villa Cathay Care Home are included in the calculation of work hours as it relates to the policy.

5.2 Shift exchanges/ swaps are also governed by this policy and should not be approved if they resulted in a schedule that would exceed the limits listed above.

5.3 Villa Cathay will make every reasonable effort to make the following arrangement in a master rotation to allow for adaptation of circadian rhythm and to provide adequate rest and recuperation between shifts.

5.3.1 Rotation that works more than one type of shift will be a forward rotation (days, evenings, nights). For example, if a block consists of different shifts, the sequence should be day shifts followed by evening or night shifts; evening followed by night, and not the other way around. If not possible, arrange 12 hours off between two consecutive shifts to provide sufficient rest period unless contraindicated with a specific collective agreement.

5.3.2 Different start/end time in one rotation will be minimized whenever operationally possible.

6.0 ACCOUNTABILITY

6.1 Managers' responsibilities include:

6.1.1 Ensure the execution and compliance of the policy.

Villa Cathay Care Home POLICY AND PROCEDURE MANUAL

- 6.1.2 Facilitate healthy work schedule and embed adequate rest and recuperation between scheduled shifts.
 - 6.1.3 Recognize the rights and obligations of staff to decline an assignment if impaired by fatigue.
 - 6.1.4 Collaborate with staff of own department to establish shift duration and rotation that meet the Collective Agreement provisions.
 - 6.1.5 Deny request for shift exchanges that would exceed the maximum consecutive shift limits described in this policy.
- 6.2 Staff's responsibilities include:
- 6.2.1 Arrive at work adequately rested and prepared for duty.
 - 6.2.2 Understand and follow this policy.
 - 6.2.3 Recognize personal limits and decline requests to do overtime if fatigued.
 - 6.2.4 Reviewing their work schedule and not submitting requests for shift exchanges that would result in their schedule exceeding the maximum consecutive shifts/ hours for either employee.