



**COMMUNITY NURSING REGISTRY OF OTTAWA  
HEALTH AND SAFETY POLICIES AND PROCEDURES**

<b>SECTION D: CONTROL ACTIVITIES</b>		<b>D.22 NON-ROUTINE WORK</b>
<b>Date Issued: 02/2014</b>	<b>Date Revised: 02/2015</b>	<b>Date Reviewed: 08/2016</b>
<b>Date reviewed: 09/2017</b>	<b>Date Revised 04/2018</b>	

## **D.22 Non-Routine Work**

### **STANDARD**

Community Nursing Registry of Ottawa ensures that members who are offered work in a non-routine environment are aware of the potential hazards associated with working in this environment and the controls that have been put in place to protect the health and safety of the employees or members.

### **DEFINITIONS**

- **Non-Routine Work-** Work that takes place in a non-routine environment. For the purpose of this policy, non-routine work does not include differences in clinical practice.
- **Routine Work** – Nursing and personal care delivered in a hospital, schools, residential or long care home or client’s personal home.
- **Non-Routine Work Form-** A set of instructions that identifies the hazards and mitigation strategies associated with the non-routine environment.
- **Pre-work Meeting** – A phone, email or in-person discussion of the identified risks and mitigation strategies associated with a non-routine work environment.
- **Personal Protective Equipment (PPE)** – Equipment or clothing to reduce the risk of transmission of infection between care givers and patients. PPE may include, gloves, gowns, masks, glasses or face shields.

### **RESPONSIBILITIES**

#### **RN Coordinator**

- Identify the non-routine environment during client intake process.
- Obtain a description of the environment and the potential hazards.
- Obtain information about any existing mitigation strategies put in place by the client.
- Identify potential hazards not provided by the client.
- Notify Executive Director of the client request that would result in members working in a non-routine environment.
- When offering members work in non-routine environments, ensure the members are fully informed of the risks and agree to the mitigation strategies (see below) prior to finalizing the offer.

#### **Executive Director**

- Review the client intake information and assess for additional risks not previously identified.
- Review the mitigation strategies in place and determine if additional strategies are required.



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- Work collaboratively with the client and the RN Coordinators to develop or modify existing mitigation strategies to manage the hazards identified.
- Ensure any PPE needed is made available to the members as required by the circumstances of the work or environment.

**Members**

- Will participate in a pre-work meeting by phone, email or an in-person meeting
- Will follow the mitigation strategies as developed and provide input into improving or modifying strategies as needed.
- Will notify the RN coordinator immediately if they are unable to follow the mitigation strategies or the client is not following the agreed upon strategies.
- Report to the RN coordinators on the effectiveness of the mitigation strategies following their first shift.
- Inform the RN coordinator in the event they are offered work in a non-routine environment where they have not previously been informed of the mitigation strategies.

**DOCUMENTATION**

- Non-routine Work Form will be used to document the details of the work environment, the risk and the mitigations associated with the non-routine work environment.
- The non-routine work form will be kept in the client file with a note in the electronic file to notify the RN Coordinators that the Non-Routine Work Form is on the client file.

**REFERENCES**

CNRO policy D.22.1 Non-Routine Work Form.