

Apprenticeship

TAKING OVER SHIFT:

- Sign in
- Greet On-Duty Phone worker
- Confirm next Case Report Number
- Inquire about any "open" items:
- Special Response or ANY Backup Worker calls/ messages/etc that had not yet been resolved.
- Any recent suicide concerns or concerning calls.
- Any recent notable caller behavior.
- Any information, pertaining to *any* caller. which may affect your shift.
- From the ClipBoard, locate the phone number of your Suicide Backup Worker & write the Phone Number in your **OWN** handwriting and place by the 2nd phone, to be prepared in the event of an emergency.
- Thank Phone Worker and let them go home.
- Check your "mailbox"
- Be sure that YOUR relieving Phone Worker (if applicable) is **confirmed**, so you are not "stuck".
- Review Suicide Binder & Case Review Directives for any new or updated information.

DATE: _____

FACILITATOR: _____

APPRENTICE: _____