 Department of Health Government of Nunavut		<b>NURSING POLICY, PROCEDURE AND PROTOCOLS</b>	
		<b>Community Health Nursing</b>	
<b>TITLE:</b>		<b>SECTION:</b>	<b>POLICY NUMBER:</b>
Date and Time Sequence		Communications	06-010-00
<b>EFFECTIVE DATE:</b>	<b>REVIEW DUE:</b>	<b>REPLACES NUMBER:</b>	<b>NUMBER OF PAGES:</b>
February 10, 2018	February 2021		1
<b>APPLIES TO:</b>			
Community Health Nurses			

**POLICY 1:**

The Department of Health and Social Services (HSS) shall employ a standardized date and time sequence. The standard date sequencing will be yyyy-mm-dd. For example, 2011-04-01 is April 1st 2011.

On renewal or review of forms or systems, wherever possible, the approved date/time sequencing should be introduced if not already employed

**POLICY 2:**

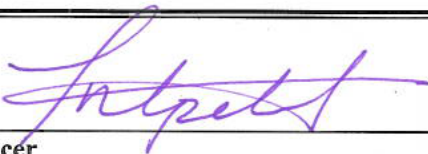

The Department of Health and Social Services shall employ the standard notation for time of the day, which is hh:mm:ss. HSS staff shall document the time using the twenty-four (24) hour clock format.

**PRINCIPLES:**

There are numerous sequences for date and time notation. Using a standard date and time sequence, HSS will promote safety, prevention of error and clarity.

**RELATED POLICIES, GUIDELINES AND LEGISLATION:**

Policy 06-008-00	Documentation Standard
Guidelines 06-008-01	Documentation Standard Guidelines
Policy 06-009-00	Documentation Format

Approved by:  Chief Nursing Officer	Effective Date:  April 1, 2011
Date 11 FEB 2011	
 Deputy Minister of Health and Social Services	
Date February 11, 2011	

