

To: All Staff
From: Quality and Risk Management
Date: November 1, 2023
RE: Changing Clocks/Watches to Standard Time

On **Sunday, November 5, 2023 at 2:00 a.m.**, clocks and watches **fall back** one hour to change from Daylight Saving Time to Standard Time.

The accuracy of time is very important to ensuring safety at Thunder Bay Regional Health Sciences Centre. It is of importance not only for scheduling procedures and staffing, but also for charting accuracy and medication dispensing.

At 2:00 a.m. all electronic clocks that are controlled by the system (NICU, ICU, etc.) will be moved **back** to Standard Time automatically. Any final adjustments will be completed by 5:00 a.m. If any of these system clocks are not updated by 8:00 a.m., please contact the Maintenance Department (ext. 6344).

All departments will be responsible for changing the time on any battery operated clocks in their area. Computers will automatically change to Standard Time.

Please ensure that your personal watches/devices are updated and that any clocks in your area are adjusted in a timely manner.