



Employee Policy and Procedure Compliance Survey

Name Bima Dhakal

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Prepared by admin

Staff is keeping QMP team up to date and following proper Chain of Command, including all operational issues and informing team of resident return from hospital or rehab facility a

Staff is following proper Training Specific to the Particular Needs of the Population Served a

A. Alzheimer's/Dementia Care c

B. Diabetics d

C. Glucometer e

D. Catheter f

E. Colostomy g

F. Bedridden Resident g

G. Dietary Restrictions – Safe storage and handling of food, three balanced meals, adequate portion, variety of food, substitute, nourishing snacks between meals available, Drinks available, resident participating in meal planning, supply of food h

H. Oxygen – tanks stored upright , orders for administration, no smoking signs (follow food and supply P &P) i

Resident Rights compliance (Not a complete list)

A. Respect and dignity j

- B. Sexual, verbal, physical abuse, intimidation k
- C. Neglect I
- D. Choice of decision
- E. Max degree of benefit from service provided
- F. Choice to perform household chores if able

First Aid and Serious Injury/Illness Response

Care and Services for the Current Residents/Care Plan

Universal Precautions Policy

OSHA Bloodborne Pathogen Standards

Protective Body Mechanics

Job Description

Resident Lift Assistance

Fall reporting

Infection Control Procedures

Death at Home Response

Occurrence Reporting /Disclosure

Abuse and Neglect Reporting

Emergency and Fire Escape Plan/Procedures (all components reviewed every 2 months)

A. Staff Review of Emergency Plan and Procedures

B. Emergency Procedure Review Prompt for Resident

C. Fire Safety, Equipment and Emergency Procedures

D. Fire Drill Review Sample

E. Fire Drill Conduct Schedule

F. Emergency Procedure Review Schedule

Employee Safety Rules and Job Hazard Analysis

Assessment Skills

Identifying and Dealing with Difficult Situation and Behaviors

Elopement Drill

Food Safety

Nutrition

Bedside Transfer Safety Pole

Urinary Tract Infections

Perineal Care

Preventing Pressure Ulcers

Water and Senior Citizens

Resident Care Plan Policy

Skin Care Management

Activity Policy and Procedure

Support Belt/ Gait Belts and Hot and Cold Packs

Maintaining Facility Records

Resident Safety

Environment – Clean, sanitary, free of hazards, weekly and as needed linen change, safe use of appliances, safe use of heating pad/Electric blankets, no portable heaters , insects, rodents, opening screened, adequate heat, light , ventilation, hot water maximum 120 degree Fahrenheit, sufficient supply of hot water, telephone available to the resident, exterior premises /ground safe

Bathroom – Use of common personal articles, toilet paper dispenser, liquid soap and paper towel available

Cleaning Calendars

Operational Calendars

Phone Use

Ordering Food, Medications and Supplies

Toilet Schedule/Perineal Care

Medication Administration Program Policy and Procedure

A. Administration of Medication

B. Filling Medication reminder Boxes

C. Medication Dispensing Procedure

D. Medication Disposal Protocol

E. Refusal of Medication

F. 6 Rights of Medication Administration – right dose, right route, right medication, right time, right resident and right documentation

G. Medical Abbreviations

H. Controlled Substance

Disclosure Statement

I. Disclosure Statement

J. MAR Documentation

K. Storage of Medication

L. Self-Administration of medications

M. Medication return upon discharge/death

N. Refrigeration requirements

O. PRN medication – administration of PRN psychotropic meds

P. Updated Policies to improve Medication Administration Practice