

# Notification of Changes to Resident Health or Mental Status Policy



Who and how staff will notify of any changes in resident's health or mental status by using these steps:

1. All staff will notify the facility nurse and administrator, immediately by phone in all emergency health and mental changes.
  - a. Delegating nurse will notify the staff of changes in care to be made.
  - b. All staff will document in the daily log.
2. All staff will notify the facility nurse and administrator by phone or in writing of a NON-emergency health or mental change.
  - a. Delegating nurse will notify the staff if any changes in care are to be made.
  - b. All staff will document in daily log.
3. Call 911 if needed and follow emergency policy.

## **PROVIDED CARE AND SERVICES BY STAFF:**

Staff will provide care and services to residents in the following areas based on each resident's Negotiated Service Agreement; the orders of a physician or authorized provider; the policies and procedures of this facility; and rights legally granted to residents.

### **Activities of daily living.**

- a. Activities of daily living
- b. Dietary eating, including when a resident refuses to eat or follow a prescribed diet.
- c. Dignity.
- d. Assuring each individual's rights.
- e. Medication assistance.
- f. Provision of privacy.
- g. Social activities.
- h. Supervision.
- i. Supporting resident independence.
- j. Telephone access.

### **How staff will provide care and services to residents in the following areas:**

#### **A. Activities of daily living:**

1. Dressing
2. Bathing
3. Shaving
4. Hair and nail care
5. Oral care
6. Eating
7. Mobility
8. Toileting

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**B. Dietary and eating, including when a resident refuses to eat or follow a prescribed diet;** the facility will provide breakfast, lunch and dinner in the dining area. Approved snacks will be available at all hours of the day and the kitchen will remain open for residents to use for snack preparation as they are able or have snacks prepared by the staff. Residents who have diet restrictions will be supervised as to appropriate foods and intake amounts and will be informed of the consequences of not following a prescribed diet.

**C. Dignity:**

1. Staff will adhere to the resident's rights in providing services and will treat all residents with dignity and respect at all times.

**D. Assuring each individual's rights:**

1. Staff will read the residents rights for the facility and abide by them.
2. Staff will encourage individual rights at all times:

**F. Activities of daily living:**

1. Give choices.
2. Ask opinions.
  - a. Mealtimes.
  - b. Activity times.
  - c. Community functions.
3. Staff will chart when individual rights have been violated.
4. Administrator will develop care plans to assure individual rights are being maintained.

**G. Medication assistance:**

1. SEE MEDICATION POLICIES

Staff will be trained, will hold a medication assistance certificate, and will be delegated the responsibility to assist with medications by an RN when criteria are satisfied that the staff is competent to assist the resident with medications. Staff will record every medication given to a resident per current policy and procedure. Staff will inform the prescribing provider when a resident refuses a medication more often than occasionally. Residents deemed able to self-medicate will be routinely assessed and queried as to whether they have taken their medications appropriately.

**H. Provision of privacy:**

1. Staff will allow all residents to have personal conversations without intrusion and will provide space where conversations may be held in private. Staff will make every effort to safeguard the resident's confidentiality and personal space.
2. Staff will know and understand Resident's Rights and will agree to abide by them at all times when working in this facility. Failure to do so will result in termination as a staff in this facility.

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## **I. Social activities:**

1. SEE ACTIVITIES POLICIES
2. Staff will provide and attempt to motivate residents to share or join in on group activities with other residents and staff on a regular basis and will not ignore or discourage any resident for any other reason.

## **J. Supervision:**

1. Staff will monitor activities so that each resident is as safe as possible. Residents will have access to assistance as much as possible or as desired. Staff will offer assistance and direction in a positive, considerate manner and will respect each resident's ability to make choices for themselves. Staff will offer to perform tasks that the resident wants or needs to complete only at the request of the resident or if the resident is unable or is struggling in such a way that could cause harm to the resident. Staff will not interfere with a resident who is successfully performing a task of daily living, regardless of how long it takes the resident to complete the task.
2. SEE RESIDENT SAFETY

## **K. Supporting resident independence:**

1. Staff will provide necessary or requested assistance and allow each resident the opportunity to obtain, regain, or maintain as much independence in activities of daily living as are safely performed by each resident.

## **L. Telephone access:**

1. Residents will be allowed access to the facility telephone for local calls as needed. Access will also be allowed for long distance calls as long as the resident can be financially responsible for such expense. Staff will assist residents who need assistance to make calls as needed. Each resident will be allowed total privacy during telephone use.

## **RESIDENT PROPERTY IDENTIFIED AND SAFE:**

- All property of residents will be inventoried upon admission.
- Clothing will be marked and other property identified to the extent possible without harming the property. Efforts will be made to update the list of inventoried items, including furniture and/or expensive items.
- Residents will not place personal property in the common areas of the facility unless by written agreement between the resident and the facility.
- No resident will use or take personal items of another resident.
- If a resident asks or wants access to lockable items; the residents will be provided a key to lock their room and/or a locked cabinet or lock box in their room.
- Staff will take great care in keeping residents' property and personal items safe and used by the resident only.

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## **RESIDENT SAFETY:**

Personnel should at all times consider the safety of every resident. The person in charge is responsible to see that the following safety precautions are considered for each resident. The purpose is to insure a safe environment for the resident and staff and to aid in the best quality of care.

### **A. General safety:**

1. The facility is a smoking in designated areas only facility. No smoking is allowed in patient rooms, bathrooms, or in any part of the living areas. Residents may smoke outside the building. (See smoking policy)
2. When using electrical equipment, be sure to look for and report, defective plugs, cords, and switches. Use a maintenance request form to report any electrical problem.
3. Proper placement of room furniture and equipment to facilitate ease of movement for staff, visitors, and residents.
4. Label all containers as to content if not all ready. Any questionable solution or medication should be discarded properly.
5. Be sure to set the brakes on wheelchairs when leaving a resident in a set place.
6. An adequate number of personnel are to be used to provide safety during moving or transferring any resident.
7. Whenever a resident is confused or disoriented all items that might present a danger to the patient or perhaps others are to be removed from the immediate bedside, i.e. Razors, knives, nail files, scissors, etc.
8. A continuous program of cleanliness, sterilization, and disinfections to prevent infection and cross contamination must be maintained.
9. The areas in which a resident may walk should be dry. Wipe up any spills promptly.
10. Handrails and grab bars should be provided in bathrooms based on resident's needs.
11. Residents should be instructed in use of wheelchairs, crutches, walkers and new equipment.
  - a. Crutches and walkers issued to a resident should be correct weight and height.
  - b. Non-slip footwear should be worn.

### **B. Partial or Non Ambulatory residents:**

1. Proper use of wheelchairs should be explained. The locking device and seat examined for defects.
2. Brakes to be applied when resident has reached destination and will be remaining in the wheelchair or whenever any transfer procedure is done.

### **C. Resident Falls: (falls are the prominent cause of injury):**

1. Residents who require assistance in order to ambulate safely are to be provided with the necessary assistance.

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**By signing below, I acknowledge receipt of the above policy and have read and understand the contents herein.**

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First Name, Last Name

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Signature

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Date