

Table of Contents

General Policies	8
<i>Personal Property/Theft and Loss.....</i>	9
<i>Abuse, Waste, Fraud, and Wrongdoing.....</i>	12
<i>Personal Care Attendants</i>	14
<i>Home Health Agencies.....</i>	15
<i>Motorized Mobility Devices</i>	17
<i>Resident Transportation</i>	18
<i>Resident Independent Departure Assessment</i>	19
<i>Sign-In/Sign-Out</i>	20
<i>Firearms.....</i>	21
<i>Personal Rights</i>	22
<i>Dignity.....</i>	24
<i>Corporal Punishment and Restraints</i>	25
<i>Complaints.....</i>	26
Staffing	27
<i>Staffing Introduction.....</i>	28
<i>Staff Training</i>	29
<i>Job Description: Administrator</i>	31
<i>Job Description: Assistant Administrator.....</i>	33
<i>Job Description: Resident Care Coordinator</i>	35
<i>Job Description: Medication Aide</i>	37
<i>Job Description: Caregiver</i>	39
<i>Volunteers.....</i>	41
Admissions and Move-In.....	43
<i>Resident Pre-Admission Appraisal</i>	44
<i>Allowable Health Conditions.....</i>	46
<i>Day of Admission/Move-In</i>	48
<i>Change in Condition.....</i>	50
<i>Ongoing Resident Appraisals</i>	53

<i>Activity Assessments</i>	55
<i>Admission Agreements</i>	57
<i>Service Plans</i>	58
<i>Resident Care Conference</i>	60
<i>Move-Out</i>	63
Resident Care.....	64
<i>Basic Care Services</i>	65
<i>Use of Assistive Devices and Ambulatory Aids</i>	68
<i>Hygiene and Grooming</i>	70
<i>Dressing</i>	71
<i>Sleep and Rest</i>	72
<i>Incontinence</i>	74
<i>Nutrition and Weights</i>	76
<i>Podiatry and Nail Care</i>	77
<i>Caregiver Daily Schedule</i>	78
<i>Sexual Expression</i>	82
Medication Management.....	83
<i>Medication Storage</i>	84
<i>Medication Records</i>	85
<i>Telephone Orders</i>	86
<i>Medication Labels</i>	87
<i>Resident Arrives with a Medication</i>	88
<i>Medication Refills</i>	89
<i>Medications are Permanently Discontinued</i>	90
<i>Hold Orders</i>	91
<i>Expired Medications</i>	92
<i>Medications Left Behind by a Resident</i>	93
<i>Medication Refusal and/or Missed Doses</i>	94
<i>Crushing Medications</i>	95
<i>Transferring Medications for Home Visits and Outings</i>	96
<i>Sample Medications</i>	97
<i>Use of Emergency Medications</i>	98
<i>Injections</i>	99
<i>Over-the-Counter (OTC) Medications</i>	101

<i>Psychotropic Medications</i>	102
<i>Warfarin and Other Anticoagulants</i>	103
Emergencies and Medical Needs	104
<i>Physician and Other Medical Appointments</i>	105
<i>Labs and Outside Medical Services</i>	107
<i>Licensure of Nursing Personnel</i>	108
<i>Medical Emergencies</i>	109
<i>Psychiatric Emergencies</i>	111
<i>Falls</i>	112
<i>Death of a Resident</i>	113
<i>Elopement/Missing Resident</i>	115
<i>Advance Directives</i>	118
Documentation and Forms	120
<i>Confidentiality</i>	121
<i>Narrative Charting Entries</i>	122
<i>Incident Reports</i>	123
<i>Procedure</i>	123
<i>Abbreviations</i>	124
<i>Approved Abbreviations</i>	125