

## POLICIES AND PROCEDURES

<b>Dept.:</b> Administration	<b>Policy #</b> <b>Admin 16</b>	<b>Date Issued</b>	<b>Date Reviewed</b>	<b>Date Revised</b> 10-22-15, 5-19-17, 5-31-17
<b>Subject:</b> Residents Hiring Employees or Maintaining Private Duty Care Attendant	<b>Dept. Head:</b>		<b>Date:</b>	
	<b>Approved:</b>		<b>Date:</b>	

### POLICY:

It is the policy of Sherwood Oaks that a resident who privately employs a Private Duty Care Attendant (PDCA) or other employee(s) does so in a manner that is safe & professional and does not endanger the resident or others in the community. Accordingly, residents who employ others on campus are required to ensure that each employee meets certain guidelines and/or regulatory requirements. Information regarding these guidelines include adherence to state and federal tax laws related to the reporting of income; proof that, at the time of hire and annually thereafter, the personal assistant has tested negative for tuberculosis, received an annual flu shot; provides proof of license or certification (where applicable); and at the time of hire no violations that are prohibited by the Older Adult Protective Services Act are discovered via a criminal background check. Additional guidelines include an agreement that the Resident Employees abide by all Sherwood Oaks policies and procedures and that they coordinate their activities with any plan of care developed by Sherwood Oaks. Regulatory requirements are noted in Addendum B for the Skilled Nursing Facility.

Resident Private Duty Care Attendants are persons hired to help the resident with chores around their residence, transportation, personal care, companion or homemaker services or other services. This policy does not cover persons who are employed by an outside employer such as a home care/health agency, landscaping or construction companies or persons such as accountants and attorneys.

Sherwood Oaks allows residents to hire current Sherwood Oaks employees for off duty work. This is permitted if the work does not interfere with the off duty employees employment with Sherwood Oaks and if Sherwood Oaks does not perform that type of service. One example of a service that Sherwood Oaks does not perform is that of a moving company. Exceptions will be made on a case by case basis.

A Private Duty Care Attendant who is not complying with the Sherwood Oaks and/or UPMC Senior Communities policies and procedures will be directed to leave the building. The resident/family member will be informed by the administrative representative as to the reason for removal of the Private Duty Care Attendant. The Private Duty Care Attendant may not return to the building until the issue has been discussed with the family member, the resident, and the administrative representative. The final decision to return will be made by administrative representative.

**For independent living – representative is Director of Residential Services or designee**

**For Personal Care/Oak Grove – representative is Personal Care Administrator or designee**

**For Skilled nursing – representative is Skilled Nursing Administrator or designee**

## **PROCEDURE:**

The resident (or their Personal Representative) will meet with an administrative representative of Sherwood Oaks to review and sign an “Agreement on Private Duty Care Attendants” (attachment A). This Agreement will be signed for each PDCA hired by the resident. Each Agreement will also be signed by an administrative representative of Sherwood Oaks. Copies will be provided to the resident.

Upon request, Sherwood Oaks will provide to the resident blank IRS Forms 1099-MISC and 1096.

Upon request, Sherwood Oaks will arrange for tuberculosis tests and flu shots for each PDCA at no expense to the resident.

Upon request and at no expense to the resident, Sherwood Oaks will complete for each PDCA a criminal background check for actions that violate the Older Adult Protective Services Act.

Copies of signed forms, TB test results, flu shots and the criminal background check for each PDCA will be kept in the specific department that the PDCA is working within. **Specific information may be requested to meet regulatory requirements of the individual licensed facilities at Sherwood Oaks.**

**Please review Addendum B for Skilled Nursing Facility requirements.**

Each PDCA will schedule a time at the onset of employment with an administrative representative of Sherwood Oaks to review our security & parking guidelines, cell phone policy and communication expectations regarding resident care.

## **Addendum B : The Following is applicable only to the Skilled Nursing Unit:**

1. The Director of Nursing and/or Nursing Home Administrator must approve all requests and the services provided for Private Duty Care Attendants (PDCA) before services may begin.
2. The Private Duty Care Attendant responsibilities include, but are not limited to:
  - a. Providing limited resident care, support, observation and comfort services to only the assigned resident.
  - b. Keeping nursing personnel assigned to the resident apprised of any changes in resident's status and notifying them when they are leaving the resident unattended.
  - c. Maintaining a professional appearance and conduct at all times.
  - d. Must follow the dress code policy for either business casual or wear uniform scrubs including closed toe shoes during his/her scheduled time with my/our care.
  - e. Demonstrating understanding of all facility policies including safety, fire and standard infection control practices, photography following review with facility representative.
  - f. Adhering to confidentiality and HIPAA requirements and signing Confidentiality Agreement prior to initial tour of duty.
3. The resident/family member must provide the DON with the following information\* before private duty care attendants can begin:
  - a. Weekly schedule
  - b. Proof of tuberculosis testing upon hire and yearly and annual Influenza Vaccine
  - c. Proof of criminal background check
4. The Sherwood Oaks responsibilities include:
  - a. Retaining ultimate responsibility for quality resident care
  - b. Familiarizing the PDCA with the facility's fire, safety, infection control practices.
  - c. Ensuring PDCA completes Confidentiality Statement before beginning assignment.
  - d. Apprising the PDCA of any changes to the care guidelines for the resident (e.g., isolation status).
5. Regulatory requirements may be newly initiated and/or updated at a federal or state level. Therefore, the resident and/or resident responsible party may be asked to supply additional information regarding the PDCA and/or require additional training for the PDCA to maintain regulatory compliance.

# REGISTRATION OF PRIVATE DUTY CARE ATTENDANT

I/We, the resident(s) signing below, intend to hire \_\_\_\_\_  
(Name of Private Duty Care Assistant)  
to work or provide assistance in or around my/our living unit.

- Attached is the assistant's TB result
- Attached is the assistant's Influenza Vaccine
- Attached (if applicable) is the assistant's proof of license or certification.
- Attached is his/her completed Pennsylvania State Police Request to a Criminal Background Check.\*
- I informed the assistant that he/she must abide by the security entrance and identification policies.
- I informed the assistant that he/she must inform Sherwood Oaks about any issues relating to my/our care, especially significant changes. The assistant must also comply with directions from Sherwood Oaks' nursing staff relating to my/our care.
- I informed the assistant that he/she must follow all Sherwood Oaks' policies and procedures.

Dated: \_\_\_\_\_ 20\_\_\_\_ Resident \_\_\_\_\_

Dated: \_\_\_\_\_ 20\_\_\_\_ Second Resident, if applicable \_\_\_\_\_

Received for Sherwood Oaks, by \_\_\_\_\_

On \_\_\_\_\_ 20\_\_\_\_.

\*If my assistant has not lived in Pennsylvania for 2 full years, I instead will attach proof that he/she has applied for and will provide whatever is needed to obtain an FBI report of federal criminal history record information and a response showing no violations.