

## **POLICY:**

When the health care needs of a client living within the State-Operated Community Programs require nursing care, the Team shall coordinate with Nursing services to ensure that the care being provided is sufficient to meet the clients health care needs. If additional nursing services are needed a nurse-client relationship will be initiated. Nursing will provide services in accordance with standards and scope for licensed Practical and Registered Nurse.

**Purpose:** To define the role of the Nurse-Client relationship in homes without 24 hr. nursing coverage.

### **Nursing Role.**

- Upon establishment of a nurse-client relationship the nurse will complete a nursing assessment and Health Care Plan with input from the Physician, Client, Guardian and Team. The Health Care Plan will be kept in the medical book.
- Provide training for the Site Manager and Behavior Specialist on the Health Care Plan or revisions of the Plan.
- Provide additional training as requested by the Site Manager.
- Coordinate Physician appointments with the Site Manager.
- Coordinate PT, OT, RT, Dietary consultation as needed.
- Review the Health Care Plan monthly or as need as health care concerns arise.
- Initiate Acute care plan as needed and provide training to the Site Manager or designee.
- Formalize a nursing quarterly review of Health Care Plan.
- Initiate client specific protocols as needed.
- If indicated, initiate nurse delegation as outlined in the scope of nursing practice.
- Establish protocols for all PRN medication and treatments and train Site Manager and Behavior Specialist.
- Liaison with Managed Health Care Plan and ENCC to ensure health care needs are met.
- Assist in modifying the client day plan if health status changes.
- Nursing will provide 24 hr. call for health care changes.

### **Nursing On-Call.**

- All calls will be initiated by the Site Manager or designee after hours to the nurse on-call. The following are reasons to call the on-call nurse:
- Any accident or injury or suspected injury to the client.
- Whenever the client is complaining of being sick or has symptoms of a new, worsening condition, or as directed by Plan of care.
- When a PRN is needed if the client does not have a protocol for the medication.
- Whenever 911 is called or an individual is taken to the emergency room and/or hospitalization.
- Whenever there is a noticeable change in a client's condition such as: sleeping more than is normal for the client, not eating or drinking, change in normal activities for the individual, vomiting or nausea, diarrhea lasting more than two movements.
- Sudden onset of fever more than 100 degrees.

### **Incident Reports.**

- The Site Manager will discuss medical Incident Reports with the nurse and will send a copy to the nurse within three (3) working days, the Site Manager will indicate on the bottom of the Incident Report the date the nurse was notified.

### **Quality Assurance.**

- Nursing will monthly monitor: Physician order transcription, medication and treatment administration, PT, OT programs, accuracy of collection of graphic data, diet delivery, evidence of client specific protocol being followed, nursing delegation program procedures followed, training records to assure Health Care Plan and revision have been trained and followed.
- Monthly reports will be sent to the Site Manager and Program Administrator.

### **Site Manager Responsibilities.**

- Provide reliable information as to the health care status to nursing staff as needed.
- Assure Health Care Plan is followed.
- Assure that the Health Care Plan is trained to the house staff and the vocational staff as evidenced by training records signed by staff.
- Assure that all medication is delivered and documented as per SOCP policy and procedure. OAR 309-049-0075 (3)(5)(6)(8).
- Assure that controlled medications are properly dispensed, and or disposed of and count sheets are accurate.
- Assure graphics data is collected as outlined in care plan.
- Assure physician appointments are kept.

- Assure consultants have knowledgeable staff to assist with evaluation and treatment.
- Assure that nurse delegation procedures are being followed and that nursing is notified immediately if problems arise.
- Assure that Incident Reports related to health care are discussed with primary care nurse.
- Assure that on-call procedure is followed.
- Assure that medical supplies are ordered and are onsite for health care delivery.
- Assure that dietary formula and specialized food are available for each meal.
- Evaluate QA report provided by nursing and take corrective action.
- Liaison with the Pharmacy or house to assure MAR's TAR's are accurate and delivered in a timely manner.
- Notify Nurse in a timely manner if Families, Guardians, Case Manager have concerns over health care needs.
- Coordinate with nursing to schedule ISP meetings.
- Assure that day plan is modified as per request if health care needs change.
- Assure that all vendor billing is processed.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Jon Cooper, Director