

## **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

## State Operated Community Program

■ See “Form Search Directions” at beginning of binder.  
Check the “Forms Server” for the most current version as forms are updated regularly.

## 4.008 Nurse Client relationship form(s) list

Attach	DHS #	Name:	Date	Mandatory/Tool
		Pre-Service Training Record (REPLACE with New combined Core Comps)	04/05	Mandatory
	2402	New Employee Orientation Checklist (REPLACE with New combined Core Comps)	12/09	Mandatory
	4585	Transfer Core Comps (REPLACE with New combined Core Comps)	(03/10)	Mandatory
		Central Training Core Comps (REPLACE with New combined Core Comps)	(03/10)	Mandatory
		In-House Training Core Comps (REPLACE with New combined Core Comps)	(03/10)	Mandatory
	4562	Instruction Record	(12/08)	Mandatory
		Yearly Instruction Record	(07/04)	Mandatory
		Temporary Certification OIS/CPR/First Aid and Abuse Training (REPLACE with New combined Core Comps)	(07/04) (03/10)	Mandatory
I		In-House Follow-up/Transcription Knowledge (Used currently) – New Core Comps may replace its use . . . need to verify		Med Admin Training Tool
	1867	Caring for your CPAP/BIPAP equipment	02/03	
		Physician Order for Constipation	12/08	Tool
		EpiPen Administration Procedure	01/10	Tool
		G-tube medications, feeding and documentation		Tool
		Blood Glucose Monitoring	05/08	Tool
		Delegation of Teaching – to unlicensed persons: Glucometer Check of Glucose Level	05/08	Tool

	Administering Glucagon Protocol		
	Hypertension Protocol	02/09	Tool
	Delegation of Teaching – to unlicensed persons: Use of Inhaler for Asthma	05/08	Tool
	Inhaler Use for Asthma Attacks	05/08	Tool
	Insulin Administration Protocol	05/08	Tool
	Delegation of Teaching – to unlicensed persons: Insulin Administration	05/08	Tool
	New Staff Nurse Training and schedule documentation	08/09	Tool
	Outreach Nurse / Client Assessment/Notes	02/09	Tool
	Multiple Sclerosis Information Sheet	12/08	Tool
	Respiratory Therapy Consult	10/08	Tool
	Seizures Protocol	02/09	Tool
4596	Progress Notes	12/09	Mandatory
	RN Review schedule (Every 60 days)	05/08	Tool
	RN Review schedule (Every 120 days)	09/08	Tool
4613	Health List	04/07	Mandatory
4615	Monthly Summary Report (NEW) <i>In-House: Jasmine Megowan (author) Not on Forms Server</i>	2010	Mandatory
4618	Staffing Expectations	11/07	Mandatory
4621	Medication Administration Irregularities (MAR)	10/07	Mandatory
4630	Medication Incident Report (MIR)	06/09	Mandatory
4645	Bowel Record	05/08	Tool
4649	Weight Record	06/08	Mandatory
4650	Hospitalization and Surgery Record	12/08	Mandatory
4651	Annual Menstruation Record	12/08	Mandatory
4663	Medication Administration Accountability Sign- off Sheet	08/09	Mandatory
4664	Telephone Orders	08/09	Tool
4666	New Staff Nurse Training and Schedule ( <i>Nurse Training FAX</i> )	(08/09)	Tool
	Focused Nursing Care Plane	2009	Tool
4673	Nutritional Intake Record	04/10	Tool
4674	SOCP Intake / Output Record	04/10	Tool
4675	SOCP Daily Acute Care Plan & Worksheet	04/10	Tool
4676	Immunizations Records		

**Policy research table: 4.008 Health: Nurse/Client relationship**

<b>OAR</b>	<b>Issue/Description:</b>	<b>Research reference materials / Contacts/links:</b>
309-049-0075 411-325-0120 (1)(e) Nursing service provision Pg. 24 411-325-0120(1)(a,b)Direct Nursing services p. 25 <a href="http://arcweb.sos.state.or.us/rules/OARS_400/OAR_411/411_325.html">http://arcweb.sos.state.or.us/rules/OARS_400/OAR_411/411_325.html</a>	Health care needs of client(s) within SOCP require nursing care, when addtl services are needed a nurse/client relationship will be initiated. Nursing will provide services in accordance with standards and scope for licensed Practical & Registered Nurse.  Defining the role of Nurse-Client relationship in the homes without 24 hour nursing coverage.  Coordinate with ISP team  Implement Nursing Care Plan	<ul style="list-style-type: none"> <li>• Medication Administration Manual</li> <li>• Nurse Orientation Materials in development</li> <li>• NEW Core Competencies</li> </ul> <p><i>DD Nursing Manual documentation link: Fatal Four and more . . .</i>  <a href="http://www.oregon.gov/DHS/spd/provtools/dd/nursing_manual/nursing_documentation.shtml">http://www.oregon.gov/DHS/spd/provtools/dd/nursing_manual/nursing_documentation.shtml</a></p> <p>OAR 411-325-0160 (9)(e),(f)(10)(e)(f) Program requirements of direct care staff: knowledge of individuals' ISP, med/behavioral, supports; Met program's core comps; Written documentation of demonstrated competencies; and Written documentation of 12 hour job-related in-service training annually.</p>
<b>SOCP overlap policies:</b>	<ul style="list-style-type: none"> <li>• 2.010 Training</li> <li>• 4.007 Individual Health Care</li> </ul>	<ul style="list-style-type: none"> <li>• 3.001 Behavior Support</li> <li>• 4.004 Health Medical</li> <li>• 4.007.02 POLST</li> </ul>
<b>FORMS / TOOLS:</b>	4585 Core Competencies 4562 Instruction Record 1867 Caring for DPAP/BIPAP equipment Tool Physician Order for Constipation Tool EpiPen Administration Procedure Tool G-tube medications, feeding & documentation Tool Delegate/Teach: Glucometer Check Tool Administering Glucagon Protocol Tool RN Review Schedule (Every 60 days) Tool RN Review Schedule (Every 120 days)	Tool Hypertension Protocol Tool Delegate/Teach: Inhaler for Asthma Inhaler Use for Asthma Attacks Insulin Administration Protocol New Staff Training Schedule/documentation Outreach Nurse/Client Assess Notes Multiple Sclerosis Information Sheet Respiratory Therapy Consult Seizures Protocol CONTINUED NEXT PAGE

<b>FORMS / TOOLS:</b>			
4570	Individual Narcotic Count Sheet	4645	Bowel Record
4573	Medication Admin. Record (MAR)	4649	Weight Record
4590	Drug Disposal Sheet	4650	Hospitalization and Surgery Record
4596	Progress Notes	4651	Annual Menstruation Record
4613	Health List	4663	Medication Administration Accountability Sign-off Sheet
4615	Monthly Summary Report	4664	Telephone Orders
4618	Staffing Expectations	4666	New Staff Nurse Training and Schedule FAX
4621	Addendum to Physician's Directions: Medication Administration Irregularities (MAR)		
4630	Medication Incident Report (MIR)		

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