

ROLES AND RESPONSIBILITIES IN ASSISTED LIVING

1. Detailed Responsibility of Health Authority Staff

PERSONNEL	RESPONSIBILITIES
1. Assisted Living Clinician	<ul style="list-style-type: none"> • Assumes case management responsibilities for all approved Tenants. • Manages Applicant Pool. • Assesses what funded services are required in close consultation with the Tenant and Assisted Living staff. • Documents the initial Funded Support Plan, which outlines the approved funded services that are to be provided by the Assisted Living staff. The details and scheduling of delivery of services is the responsibility of the Assisted Living Provider. • Participates in regular reviews, at least quarterly, of the appropriateness of the Funded Support Plan and services in collaboration with the Assisted Living staff, and when required authorizes changes to Tenant status and funding (i.e. SL to AL). • Provides consultation and support for the Tenant and his/her family as well as the Assisted Living staff. • May arrange internal and external referrals in collaboration with the LPN Team Leader for other professional services including registered Nursing, Occupational therapy, Physiotherapy etc. • According to Tenant and family need, in collaboration with the LPN team leader, refers Tenant to other programs and liaises with service providers and agencies when necessary.
2. Other Health Professionals	<ul style="list-style-type: none"> • Manage referrals for Assisted Living Tenants in the same manner as referrals for community clients. • Act as a consultative resource and support to Assisted Living staff regarding individual Tenant needs. • When appropriate, authorize and/or organize for client specific equipment and supplies.

2. Detailed Responsibility of Assisted Living Provider Staff

PERSONNEL	RESPONSIBILITIES
1. Assisted Living Provider Management Responsibilities	<ul style="list-style-type: none"> • Collaborates with Health Authority Staff to develop health and personal support service protocols and standards that meet the requirements of the Assisted Living Registrar. • Establishes operating standards and monitors service delivery to ensure compliance with established standards. • Oversees the operation on a day-to-day basis and has the overall responsibility for the operation. • Develops appropriate methods to secure allied services such as pharmaceuticals, medical services, emergency services, and other services. • Is responsible to ensure that the services identified in the Tenancy Agreement and the individual Funded Support Plan are provided. May be involved in the development of the Personal Service Plan. • Ensures that all supportive and hospitality services are provided to Tenants. • In collaboration with the LPN and AL Clinician re-evaluates service needs and levels. • Establishes staffing and methods of service delivery. • Recruits, hires and supervises appropriately trained staff. • Ensures that staff receives appropriate training and education to perform their duties safely and competently following the Assisted Living philosophy. • Ensures that meal services to Tenants and guests offer the opportunity for a choice of meal times and menu items. • Deals with concerns of all Tenants, family and staff. • Ensures that records are maintained in accordance with the Assisted Living Provider and Health Authority Policy.
3. Assisted Living Provider Clinical Responsibilities	<ul style="list-style-type: none"> • Oversees the day-to-day provision of personal support and health support services to Tenants. • Develops the Personal Service Plan, which includes all of the funded services included in the Funded Support Plan and the support services requested by the Tenant in the Tenancy Agreement. • Schedules personal support for the Tenants taking the Tenants' preferences into consideration to the greatest degree possible. • Continually reassesses the need for changes to the support plan and makes the required changes. The LPN will advise the FH AL Clinician of

	<p>significant changes to Tenant function, changes made to support plans, and the need for changes to Tenant category (AL or SL).</p> <ul style="list-style-type: none"> • Assesses Tenant’s health status within the scope of practice of an LPN and documents and reports changes to the AL Clinician). • With the Tenant’s permission, communicates with families and health professionals. Communicates on a need to know basis when the Tenant is unable to give permission. • When appropriate communicates with family regarding Tenant health issues. • With Tenant’s permission, may communicate with physicians regarding Tenant health issues. • Administers medications and carries out treatments within the scope of practice of an LPN and in accordance with the Practice Guidelines of the British Columbia College of Nursing Professionals. • Supervises medication assistance tasks and other tasks assigned by the AL Provider to Health Care Aides (HCAs) through their job/role description. All Assisted Living Workers (Health Care Aides) must have successfully completed a medication management module from an accredited educational institution and have demonstrated competency in these tasks. • Regularly evaluate the competency of HCAs and provide guidance and teaching to continuously develop the skills and knowledge of HCAs. <p>LPNs must have demonstrated competency in medication administration.</p>
<p>3. Personal Support Services</p>	<ul style="list-style-type: none"> • Provide all personal support services which have been authorized by the Fraser Health AL Clinician. • Assist Tenants with taking medications only if the task has been assigned by the AL Provider in accordance with Ministry of Health Services Personal Assistance Guidelines (see Appendix 4 PAGS 2008). For any task to be assigned to personal support staff the staff member must have completed training for that task from an accredited educational institution and competency in the performance of the task must be demonstrated and documented.