

Lester Senior Housing Community Heller Independent Living Apartments

Private Duty Aides HOUSE RULES

POLICY

The Jewish Community Housing Corporation of Metropolitan New Jersey (JCHC) is dedicated to assuring that private duty aide services, whether provided by independent Home Health Agencies or individual private duty aides, adhere to the house rules of the Lester Senior Housing Community Heller Independent Living Apartments and meet the JCHC's standards for providing a safe and secure community.

PURPOSE

By setting forth this policy and monitoring on an ongoing and active basis that the Home Health Aides, that are providing care for residents on a contractual basis at its communities, are adhering to this policy, the JCHC seeks to assure that the highest standards of professionalism are met.

PROCEDURES:

1. Private Duty Aide House Rules Distribution

The Private Duty Aide House Rules regarding quality care standards for residents is provided at time of residency.

2. Private Duty Aide Identification Cards

All private duty aides will be registered at the administration office a minimum of 2 days prior to assignment. It is the responsibility of the resident, family member or Home Health Agency to complete this task.

If employed by an agency, aides must provide photo identification card, and, if applicable, a name badge from agency. If the aide is an independent contractor employed directly by the resident, the aide must come to the administration office to receive a Heller badge. There is a cost of \$5.00 for each badge (see below in Section 5)

3. Sign in Requirements

All private duty aides are required to sign in at the front desk at start of shift. If the private duty is a live-in, said person must sign in daily, with the words (Live-In). All aides are required to sign out when leaving Heller.

4. Background Checks

All aides will need to supply a criminal background check at time of registry. If aide does not have criminal background check, Lester will provide for a fee of \$65.00

5. Orientation

The home health agency, the Lester Administrator or his/her designee will orientate all Private Duty aides prior to assignment at Heller. At a minimum, the following topics will be covered during the orientation session

- Code of Conduct
- The Building
- Dress Code Requirements
- Fire/Safety Rules
- Residents Rights
- Reporting requirements for suspected abuse or neglect

5. Dress/Appearance

Each private duty caregiver is responsible to ensure that his/her attire is appropriate for the community as well as for the safety of both the client and themselves when rendering care.

A uniform or its equivalent **MUST** be worn **AT ALL TIMES**, with a visible identification badge. Uniforms are identified as scrubs, or a nursing slacks/ skirt with a uniform top.

The following items are NOT permitted:

- Shorts
- Sweat clothes/exercise outfits
- Suggestive and/or revealing attire
- Clothing with logos or inappropriate sayings, pictures or symbols
- Roller/hair nets.
- Slippers/flip flops /opened toed sandals
- Jeans of any kind
- Ripped or torn clothing
- Baseball Caps

6. General Conduct

The private duty caregiver is expected at all times to display conduct that is professional and courteous to all.

When an aide is not in the presence of his/her resident and is anywhere outside of the resident's apartment, the following rules must also be adhered to at all times:

- No loitering in the open community/public areas
- No sitting in vestibules, community rooms, patios, and other sitting areas when residents are in need of seating.
- No aides are to visit residents, other aides or other people in any residents' apartments.
- No smoking is permitted in the building and only at designated outside areas.
- No cell phone and/or any electronic devices use in open community/public areas
- No alcoholic drinks or illegal substances
- No use of obscene and inappropriate language
- All internal rules and regulations must be followed

7. Cell Phone & Telephone Use

Laptops, PDAs, cell phones and all other electronic devices are prohibited at **ALL** times while in main community..

Should the private duty caregiver need to use his/her cell phone for resident communication with families or health care professionals, he/she should remove themselves from the public area. Cell phone use is permitted outside the building or in the resident's apartment.

8. Dining/Meal times

The dining room areas are restricted to resident use only, unless client requires cueing or assistance.

The private duty caregiver is required to maintain close visual monitoring of the resident during this time and should only leave their client if there is no safety/risk factor apparent.

Sleeping is NOT allowed in the common areas of the community.

9. In-House Community Events

The private duty caregiver is required to stay discreetly in the room of the activity or program. If this is not required, the private duty caregiver is required to maintain close visual monitoring of the resident. Aides cannot congregate in community areas while their resident is at events.

At no time should the private duty caregiver leave the client unattended if it is deemed that appropriate safety measures are not in place.

10. Travel with Resident on the JCHC Bus

If there is space for the aide, the aide will be allowed to escort the resident on the bus. At no time will an aide be allowed to travel on a JCHC bus without the resident present.

11. Waiting Locations Before or After Shifts

Aides are not allowed to wait in the Lester community rooms before the beginning or after the end of their shifts. During these times, an aide must wait in their resident's apartment, outside the building or in the exterior vestibule.

12. Visitors

Aides are not allowed any visitors, such as children, family members, friends or pets in the building at any times.

13. Neglect/Abuse & Incident Reporting

All private duty aides will be responsible to report any incidents that may be observed that potentially may be considered verbal, physical, financial and/or emotional abuse. Incidents will be reported to Administrator and Home Health Agency Management, when applicable.

It is also understood that should the individual private duty aide be suspected of any of the above towards a resident, this will result in the immediate removal of the private duty aide and a full report will be submitted to the appropriate authorities, family members and residents. An investigation will be completed.

Acknowledgement Form

Your signature below indicates that you have read and understood the rules set forth in the Lester Senior Housing Community Heller Independent Living Apartments Private Duty Aide House Rules.

Your signature below also indicates that should any of these rules be violated, this can result in the immediate expulsion of the aide from the facility.

Private Duty Aide Signature

Date

Representative, Home Health Agency

Date

Family Member

Date

Resident

Date