

 Home Again

Living. Assisted.



## *Employee Policy Book*

[homeagainliving.com](http://homeagainliving.com) | [info@homeagainliving.com](mailto:info@homeagainliving.com)

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# BACKGROUND CHECKS

## *Policy and Procedure*

March 10, 2011

### POLICY

It is the policy of Home Again to conduct appropriate employment, licensure, criminal and caregiver background checks as required by DHS 83.17(1). All checks are conducted in compliance with applicable federal, state, or local laws and regulations.

### PROCEDURE

#### New Hire

- The applicant will complete, sign, and date Home Again's Application for Employment, Criminal Background Disclosure Form, and the Background Information Disclosure (BID) form for caregivers.
- Management will receive completed forms and process the employment and background checks.
- When applicable, Management will view appropriate licensures and certifications on the State of Wisconsin licensure registry. Depending on the position applied, current licensure or certification may not be a disqualifier for employment.
- If results indicate convicted crimes or offenses found in 50.065, Stats, and ch. DHS 12, Appendix A, applicant is not eligible for hire unless the applicant has been approved under the department's rehabilitation process as defined in Ch. DHS12.
- If results indicate any other offenses than what is listed above, Management will determine if applicant is an appropriate hire in the assisted living setting.
- All results will be filed in the applicants personnel file.

#### Current Employees

- Criminal and caregiver background checks will be conducted every four (4) years for all employees.
- If position requires a license or certification, employee is responsible for getting Management a copy of renewal notice.
- All results will be filed in the employees personnel file.

Any and all convictions are reviewed and may be deemed ineligible for employment.

# MEDICATIONS

## *Delegation of Dispensing Medications for Residents Policy and Procedure*

April 9, 2011

### POLICY

It is the policy of Home Again to delegate dispensing medications for residents leaving facility for appointments and visits.

### PROCEDURE

1. Staff will check with Resident on time(s) they will be out of facility.
2. Individual envelopes are to be prepared for each schedule time of medication time (for example: noon, 2pm, 5pm, etc.)
3. Mark each envelope with name of resident and time to take medication.
4. Initial the box(es) on the medication sheet just like you would after administering the medication but circle your initials and write on the back that the meds were sent out with resident, resident out of facility , and the times of the meds sent (for example: noon, 2pm, 5pm, etc)
5. Staff on duty when resident returns need to check with resident or family to confirm medications were taken while out of facility.
6. Do not give medications to resident until they are ready to leave
7. Any questions call Manger or on call emergency contact.

**Note:** If a resident leaves facility without taking medications and upon return you have medications to administer but at a different time, you need to call Manager and discuss. We need to see if some medications are doubled up now and manager (with RN Consult) will decide on medication times.

# MEDICATIONS

## *Medication Error Policy and Procedure*

June 9, 2016

### POLICY

It is the policy of Home Again Assisted Living to identify, investigate, and react in a prompt manner related to all aspects of our medication administration process.

Medication errors can cause adverse effects to our residents therefore it is extremely important that we are using the six rights of medication administration. This includes:

1. Right Resident
2. Resident Medication
3. Right Time
4. Right Route
5. Right Dose
6. Right Documentation

Remember that all occurrences can be avoided if all 6 rights of medication are followed and attention to detail is accomplished. Prompt response to potential errors is vital in keeping residents safe. Remember to stay calm, take your time, and when you don't know, DO NOT assume, ask management or contact the on-call phone.

When a PRN medication is given, 30 minutes later there is follow up to check if the medication has worked and proper documentation is completed.

1. A medication error is any incorrect or wrongful administration of a medication.  
Such as:
  - a. Failure to administer proper dose or using the wrong route of administration.
  - b. Failure to administer the correct drug or formulation for a particular resident.
  - c. Failure to observe the correct time for administration of the drug.
  - d. Failure to observe that the medication was swallowed or taken by the resident.
  - e. Giving a resident the wrong medication.  
(Automatically 2pts and disciplinary action begins).
  - f. Failure to properly document the medication task.
  - g. Giving a medication without proper training.

# MEDICATIONS

## 2. Occurrence and disciplinary action:

- a. Each error can accumulate either 0.5 or 1 full occurrence. Based on the severity or the medication error occurrences accumulate and correlate into disciplinary action. (See Medication Occurrence Table below)
  - i. Errors that accumulate 0.5 of an occurrence are errors such as missing initials, punching the wrong dates without notifying manager, not notifying management of when using the last medication for re-order, forgetting to initial or date a patch, or forgetting to follow up on PRN use. Management reserves the right to assign half occurrences as seen fit. Therefore, it takes (2) 0.5 occurrences to begin disciplinary action.
    1. Staff will be given 24 hours from the time of missed initial or PRN follow up to initial before it will count as an occurrence.
  - ii. Errors that accumulate 1 full occurrence are more severe, management will assign full occurrences as seen fit. Some examples include: giving a medication late without authorization, not giving a medication, or as determined by management not mentioned above, related to resident to safety.
  - iii. Errors that accumulate 2 full occurrences are errors that have a high potential for causing harm or do cause actual harm to a resident such as giving a wrong medication to the wrong resident. Other medication errors that are worth 2 occurrences are determined by management.
  - iv. Any medication error that causes direct negative or life threatening harm to a resident is subject to immediate termination. This is based on management discretion.

3. Occurrences are considered to be rolling. This means that after six months from the last occurrence everything starts over.

## MEDICATION ERROR OCCURRENCE DISCIPLINARY ACTION

OCCURRENCE	ACTION	DESCRIPTION
1st	Oral Warning	Policy reviewed, medication administration safety reviewed, goals put into place to avoid medication errors.
2nd	Written Warning	Same as 1st occurrence, in addition, Medical Director will review the medication administration process with staff.
3rd	Taken off medication duty as seen fit by management.	Same as 1st occurrence, in addition staff will be removed from medication administration duty for a specific timeframe as determined by management.
4th	Taken off medication duty permanently.	Staff will be removed permanently from medication administration duties.

# EMPLOYEE

## *Yearly Appreciation Gifting Policy and Procedure*

October 1, 2016

### POLICY

It is the policy of Home Again Assisted Living to give employee appreciation gifts to regularly scheduled non-management staff.

### PROCEDURE

All employees who are on track of working at least 400 hours per calendar year are eligible to receive the following:

#### **Employee Appreciation Gifts for Non-Management Staff**

YEARS OF SERVICE	GIFT
1	Home Again Embroidered Fleece Jacket
3	\$300 VISA Gift Card
5	\$500 VISA Gift Card
10	\$1,000 VISA Gift Card

Employees will receive their gifts at the staff meeting following their initial hire date. If the employee does not attend that staff meeting, their gift will be presented to them at a later time.

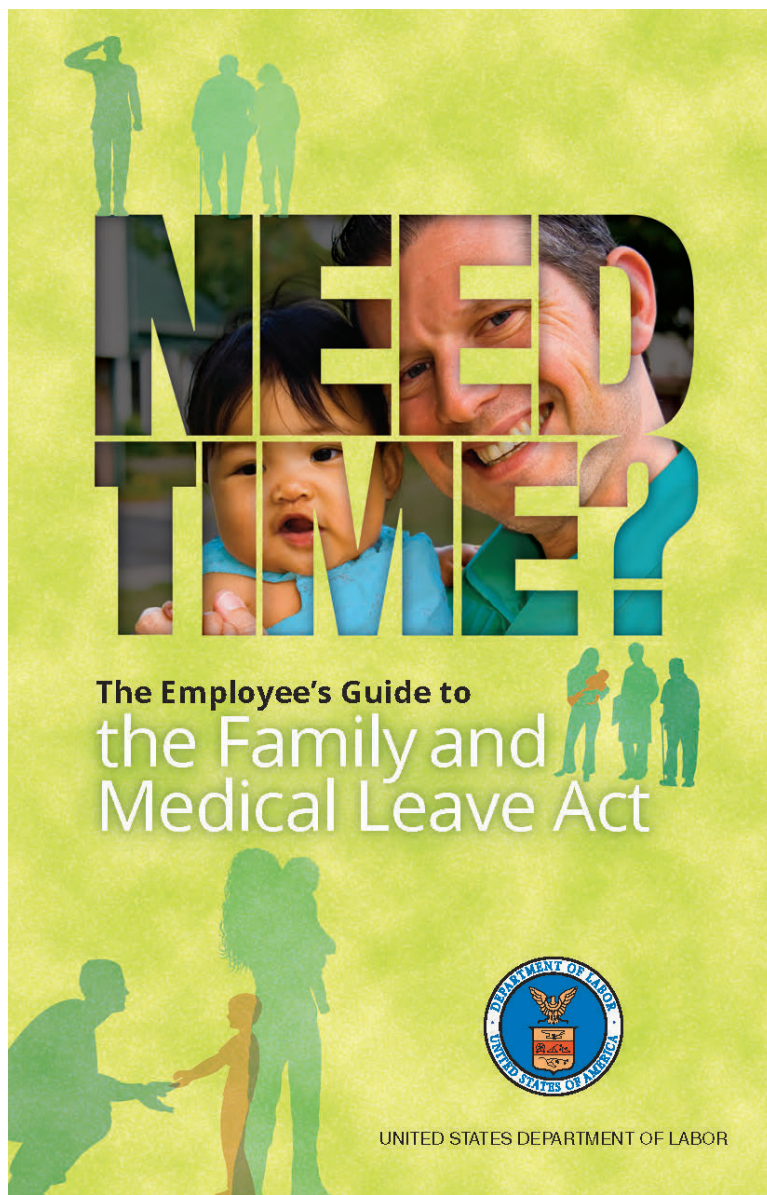


# FAMILY AND MEDICAL LEAVE ACT

## *FMLA Booklet*

June 2015

You can download a copy of the **Employee's Guide to the Family and Medical Leave Act** by clicking the image below.





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*Thank You!*