

**Policy & Procedure Manual**

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**DEVELOPMENT AND REVIEW OF POLICIES AND PROCEDURES  
– AD-IV-1**

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**POLICY:**

The development and review of the policies and procedures of each Department shall be the responsibility of the Director.

All policies and procedures, upon initiation or following revision, shall be approved and signed by the Executive Director prior to distribution.

All policies and procedures shall be developed following the format outlined in Appendix A.

All policies and procedures reviewed and not requiring revision shall be reissued with a new effective date and signed by the Executive Director prior to distribution.

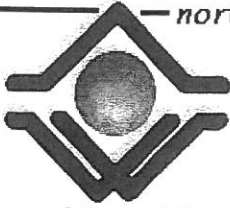
**PURPOSE:**

To provide a means by which policies and procedures can be developed and reviewed in a manner that will be consistent throughout the organization.

**PROCEDURE:**

**A. New Policy Development:**

1. The Director of the department will evaluate the daily activities of that department and identify those activities which require a policy/procedure i.e. general communication to others, in order that the activity can be carried out in an acceptable manner throughout the organization.
2. The Director shall research the activity identified in order to:
  - a. Define what the agency's expectation is, with regard to the particular activity.
  - b. Define a clear statement of purpose.
  - c. Develop a procedure for implementation of the policy.
  - d. Develop any appropriate appendices, as required
  - e. Circulate the new policy for comment, as appropriate.
  - f. Identify any other policy affected by this new policy.



**A. New Policy Development (continued):**

3. All policies and procedures shall be developed following the format outlined in Appendix A.
4. The policy and procedure will be submitted to the Executive Director for approval and signature.
5. New policies will be distributed as per Policy AD-IV-2.

**B. Policy Review:**

Policy updates/changes shall be made as required by each department. Revisions to policies and procedures for that department shall be made with regard to:

- a. The agency's expectation with regard to the particular activity
- b. A clear statement of purpose
- c. A procedure for implementation of revisions to the policy
- d. Any appropriate appendices, as required
- e. Circulate the revised policy for comment, as appropriate
- f. Identify any other policy affected by this revision

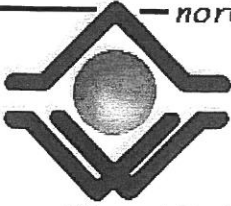
**NOTE: Appendix B will outline those policies requiring a specific renewal period.**

**1. Review with NO Revisions:**

When a policy and procedure has been reviewed and no changes are required, the Director of the department shall forward a written notice to the Administrative Assistant; see Appendix C, indicating such.

The Administrative Assistant shall re-issue the policy with a new Effective Date and forward to the Executive Director for review and signature.

Upon approval, the policy and procedure shall be distributed and processed as per policy AD-IV-2.



**B. Policy Review: (cont'd)**

**2. Review WITH Revisions:**

When a policy and procedure requires revisions, the responsible Director shall ensure all changes are made and initial the final draft as complete for the Administrative Assistant.

The Administrative Assistant shall reissue the revised policy with a new Effective Date and forward to the Executive Director for review, approval and signature.

Upon approval, the policy and procedure shall be distributed and processed as per policy AD-IV-2.

**NOTE: Electronic copies of all policies and procedures are to be maintained by the Administrative Assistant consistent with the original hard copy binder.**

**RECOMMENDED BY:** Administration

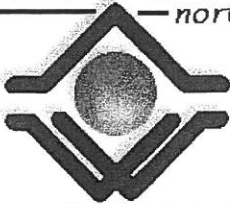
**APPENDICES:** 3

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources, Personal Support Services Administration, Personal Support Services, Community Resource Team

**DATE:** November 1991

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**



**Policy & Procedure Manual**

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**POLICY FORMAT – Appendix A of AD-IV-1**

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**NOTE:**

All policies and procedures shall begin with a “Policy” statement, which will be followed by a “Purpose” statement and an outline of the accepted “Procedure”.

**POLICY:**

A statement indicating what the Agency’s minimum expectation is, with respect to the activity. For example, “An up-to-date record shall be kept of each recipient’s daily activities, including time, date and location.” or “All employees shall receive appropriate credit for all hours they have worked.”

**PURPOSE:**

A statement indicating why this procedure/activity is required. For example, “To ensure recipient activities are accounted for” or “To ensure employees receive appropriate pay for all hours worked.”

**PROCEDURE:**

A set of clear, concise and unambiguous instructions designed to guide the reader through the particular process being discussed. The instructions should be a series of statements defining the logical steps in the process. Always assume the reader is new to the organization and has no understanding of how it operates. Do not leave out information that you think is obvious.

**NUMBERING:**

The letter prefix is that which is approved for your area/department. The first number(s) (Roman numeral) is the Section (Category). The second number is the consecutive policy and procedure number and will be assigned by the Receptionist/Secretary for new policies, unless otherwise instructed by the Director of the area. Deleted policy numbers shall not be reissued for a period of 15 years.

**RECOMMENDED BY:** Department

**APPENDICES:**

**OPERATIONAL ACCOUNTABILITY:** Listing of Sections

**ORIGINAL POLICY DATE:**

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**

**OPERATIONAL POLICY ACCOUNTABILITY  
SIGNATURE PAGE-NEW HIRES**

POLICIES TO ARE TO BE READ WITHIN 30 DAYS OF RECEIPT OF THIS NOTICE  
\* DENOTES ACCOUNTABILITY  
ALL POLICIES MARKED X ARE TO BE READ

Name:	Primary Area of Assignment:	Date of Issue:	ADMIN	FINANCE	HR	PSS ADMIN	DSW Student	Rec Student	Rec Support	PSS	CRT	Annual Review
<b>ADMINISTRATION</b>												
<b>SECTION I GENERAL</b>												
AD-1-1 Internal Reporting System			X	X	X	X	X	X	X	X		
AD-1-5 Emergency First Aid and Basic Life Support			X	X	X	X	X	X	X	X		
AD-1-6 Incident Reporting and Follow-up			X	X	X	X	X	X	X	X		
AD-1-7 Serious Occurrence Reporting and Follow-up			X	X	X	X	X	X	X	X		
AD-1-8 Privacy Statement			X	X	X	X	X	X	X	X		
AD-1-9 Consent/Decision Making			X	X	X	X	X	X	X	X		
AD-1-10 Collection, Use and Disclosure of Service Recipients Personal Information			X	X	X	X	X	X	X	X		
AD-1-11. Accessibility Standards for Customer Service			X	X	X	X	X	X	X	X		
<b>SECTION II ADMISSION/DISCHARGE</b>												
AD-II-8 Admissions			X	X	X	X	X	X	X	X		
AD-II-9 Discharge Planning			X	X	X	X	X	X	X	X		
<b>SECTION III CONSUMER SUPPORT</b>												
AD-III-1 Abuse			X	X	X	X	X	X	X	X		
AD-III-2 Client Concerns			X	X	X	X	X	X	X	X		
AD-III-4 Behaviour Intervention			X	X	X	X	X	X	X	X		
AD-III-5 Use of Physical Restraint			X	X	X	X	X	X	X	X		
AD-III-8 Nonviolent Crisis Intervention Training			X	X	X	X	X	X	X	X		
AD-III-9 Human Sexuality			X	X	X	X	X	X	X	X		
AD-III-10 Service Principles and Recipients' Bill of Rights			X	X	X	X	X	X	X	X		
<b>SECTION IV POLICIES AND PROCEDURES</b>												
AD-IV-1 Development and Review of Policies and Procedures			X	X	X	X	X	X	X	X		
AD-IV-2 Distribution of New/Revised Policies and Procedures			X	X	X	X	X	X	X	X		
AD-IV-3 Review and Signature of Policy and Procedure Manual - New Staff			X	X	X	X	X	X	X	X		
AD-IV-4 Distribution Tracking and Follow Up			X	X	X	X	X	X	X	X		
AD-IV-5 Operational Policy Accountability			X	X	X	X	X	X	X	X		
AD-IV-6 Deletion of Policies and Procedures			X	X	X	X	X	X	X	X		
<b>FINANCE DEPARTMENT</b>												
<b>SECTION I GENERAL ADMINISTRATION</b>												
<b>SECTION II FINANCIAL PLANNING/MONITORING</b>												
FD-II-1 Budget Development & Approval			X	X	X	X	X	X	X	X		
FD-II-2 Financial Reporting			X	X	X	X	X	X	X	X		
FD-II-3 Variance Analysis			X	X	X	X	X	X	X	X		
<b>SECTION III GENERAL LEDGER</b>												
FD-III-1 General Ledger Processing			X	X	X	X	X	X	X	X		
FD-III-2 Bank Reconciliation			X	X	X	X	X	X	X	X		
<b>SECTION IV ACCOUNTS PAYABLE</b>												
FD-IV-1 Manual Cheques			X	X	X	X	X	X	X	X		
FD-IV-2 Petty Cash - Administrative Offices			X	X	X	X	X	X	X	X		
FD-IV-3 Travel Advance			X	X	X	X	X	X	X	X		
FD-IV-4 Travel Expense			X	X	X	X	X	X	X	X		
FD-IV-5 Mileage Expense			X	X	X	X	X	X	X	X		
FD-IV-6 Invoices For Payment			X	X	X	X	X	X	X	X		
FD-IV-7 Hospitality Expense			X	X	X	X	X	X	X	X		
FD-IV-8 Perquisites			X	X	X	X	X	X	X	X		
<b>SECTION V ACCOUNTS RECEIVABLE</b>												
FD-V-1 Billings			X	X	X	X	X	X	X	X		
FD-V-2 Payments			X	X	X	X	X	X	X	X		
FD-V-3 Overdue Accounts			X	X	X	X	X	X	X	X		
<b>SECTION VI RESIDENT TRUST</b>												
FD-VI-1 Trust Fund Processing			X	X	X	X	X	X	X	X		

**OPERATIONAL POLICY ACCOUNTABILITY  
SIGNATURE PAGE-NEW HIRES  
POLICIES TO ARE TO BE READ WITHIN 30 DAYS OF RECEIPT OF THIS NOTICE**

ALL POLICIES ACCOUNTABILITY  
\*X DENOTES ACCOUNTABILITY  
ALL POLICIES MARKED X ARE TO BE READ

Name:	Primary Area of Assignment:	Date of Issue:										Annual Review		
		ADMIN	FINANCE	HR	PSS ADMIN	DSW Student	Rec Student	Rec Support	PSS	CRT				
FD-VI-2 Use Of Personal Needs Allowance														
<b>SECTION VII PAYROLL</b>														
FD-VII-1 Pay Days		X	X											
FD-VII-2 Payroll Processing		X	X	X										
FD-VII-3 Employee Master Forms		X	X	X										
FD-VII-4 Time Sheets		X	X	X										
FD-VII-5 Payroll Advance		X	X	X										
FD-VII-6 Direct Deposit Information Sheet		X	X	X										
FD-VII-7 Employee Changes		X	X	X										
<b>SECTION VIII PURCHASING</b>														
FD-VIII-1 Purchase Request		X	X	X										
FD-VIII-2 Purchase Orders		X	X	X										
FD-VIII-3 Credit Account Purchases		X	X	X										
FD-VIII-4 Contractor Services		X	X	X										
FD-VIII-5 Delegation Of Authority		X	X	X										
FD-VIII-6 Quotation and Tender Requirements		X	X	X										
FD-VIII-7 Blanket Purchase Orders		X	X	X										
FD-VIII-8 Inventory Control Of Movable Assets		X	X	X										
FD-VIII-9 Bulk Purchasing – Stores Issues		X	X	X										
FD-VIII-10 Procurement Directive		X	X	X										
<b>SECTION IX INFORMATION SYSTEMS</b>														
FD-IX-1 Computer Acquisitions		X	X	X										
FD-IX-2 Computer Security		X	X	X										
FD-IX-3 Computer Backups		X	X	X										
<b>RECORDS</b>														
<b>SECTION I RECORDS ADMINISTRATION</b>														
RR-I-1 Casebook Processing on Death or Discharge		X	X	X										
RR-I-6 Retention/Destruction of Records		X	X	X										
RR-I-8 Subpoena of Residential Client Records		X	X	X										
RR-I-10 Assembly Order of Centralized Residential Client Records		X	X	X										
RR-I-11 Admissions of Residential Clients		X	X	X										
RR-I-12 Chart Auditing		X	X	X										
RR-I-14 Forms Acquisition		X	X	X										
RR-I-15 Forms Development/Revision		X	X	X										
RR-I-17 Casebook Filing Order		X	X	X										
RR-I-18 Old Notes Request		X	X	X										
<b>COMMUNITY RESOURCE TEAM</b>														
<b>SECTION I GENERAL</b>														
CRT-I-1 Order and Content of Client Files		X												
CRT-I-2 Referral and Intake Process for CRT		X												
<b>SECTION II OCCUPATIONAL THERAPY</b>														
OT-I-1 Occupational Therapy Assessment		X												
<b>HUMAN RESOURCES</b>														
<b>SECTION I PROCUREMENT</b>														
HR-I-1 Recruitment, Selection, Placement General		X		X	X									
HR-I-3 Non-discrimination		X		X	X									
HR-I-4 Hiring Former Employees		X		X	X									
HR-I-5 Hiring Relatives		X		X	X									
HR-I-7 Work Status Definitions		X		X	X									
HR-I-9 Staff Orientation/Training		X		X	X									
HR-I-10 Police Record Checks		X		X	X									
<b>SECTION II HUMAN RESOURCES DOCUMENTATION</b>														

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		ADMIN	FINANCE	HR	PSS ADMIN	DSW Student	Rec Student	Rec Support	PSS	CRT						
HR-II-1 Employee Master Form		X	X	X	X											
HR-II-2 Confidentiality of Information		X	X	X	X											
HR-II-3 Termination of Employment Procedure		X	X	X	X											
HR-II-4 Employee Termination Report		X	X	X	X											
HR-II-5 Telephone Reference		X	X	X	X											
HR-II-6 Reference Verifications - Former Employees		X	X	X	X											
HR-II-7 Personnel Allocation Request		X	X	X	X											
<b>SECTION III WORKING CONDITIONS</b>																
HR-III-1 Overtime - Scheduling		X	X	X	X											
HR-III-2 Meal Periods		X	X	X	X											
HR-III-3 Scheduling - Reporting		X	X	X	X											
HR-III-4 Scheduling - Reporting		X	X	X	X											
HR-III-5 Personnel Records		X	X	X	X											
HR-III-6 Leaving Work Areas		X	X	X	X											
HR-III-7 Inservice Cancellation		X	X	X	X											
HR-III-8 No Smoking Policy		X	X	X	X											
HR-III-9 No Smoking Policy		X	X	X	X											
HR-III-10 Off Duty Hours at the Worksite		X	X	X	X											
HR-III-11 Employee Conduct		X	X	X	X											
HR-III-12 Statements to the Press		X	X	X	X											
HR-III-13 Personal Hygiene and Grooming		X	X	X	X											
HR-III-14 Dignity and Respect In The Workplace		X	X	X	X											
HR-III-15 Termination of Employment		X	X	X	X											
HR-III-17 Termination Exit Interviews		X	X	X	X											
HR-III-18 Leave/Effect of Absence - General Policy		X	X	X	X											
HR-III-19 Harassment Prevention		X	X	X	X											
HR-III-20 Transfers Outside of Job Postings/Vacancies		X	X	X	X											
HR-III-21 Trial Period		X	X	X	X											
HR-III-22 Changes in Personal Status		X	X	X	X											
HR-III-23 Probationary Period		X	X	X	X											
HR-III-24 Solicitation		X	X	X	X											
HR-III-25 Bulletin Boards		X	X	X	X											
HR-III-26 Telephone/Cellular Phone Usage		X	X	X	X											
HR-III-27 Personal Mail		X	X	X	X											
HR-III-28 Damage/Theft of OPTIONS/Consumers' Property		X	X	X	X											
HR-III-29 Call-In During Emergency Situations		X	X	X	X											
HR-III-30 Constructive Discipline		X	X	X	X											
HR-III-33 Authorization for Release of Employment Information		X	X	X	X											
HR-III-34 Proof of Education/Certification/Designation		X	X	X	X											
HR-III-35 Attendance Management		X	X	X	X											
HR-III-36 Internal Notification of Vacancy/Job Posting		X	X	X	X											
HR-III-37 Jury and Witness Duty		X	X	X	X											
HR-III-38 Reimbursement for Personal Items		X	X	X	X											
HR-III-40 Vacation Scheduling		X	X	X	X											
HR-III-41 Driver's Licence Requirement		X	X	X	X											
HR-III-42 Use of Personal Vehicle		X	X	X	X											
HR-III-43 Temporary Vacancies		X	X	X	X											
HR-III-44 Request for Days Off and Exchange of Shifts		X	X	X	X											
HR-III-45 Employee Dress Code		X	X	X	X											
HR-III-46 Social Media and Copyright Protection - Work/Personal Use		X	X	X	X											
<b>SECTION IV PERFORMANCE MANAGEMENT SYSTEM</b>																
HR-IV-1 Performance Management System		X	X	X	X											
<b>SECTION V NON-UNION BENEFIT PROGRAM</b>																
HR-V-1 Paid Absence From Work - Full Time Employees		X	X	X	X											
HR-V-2 Health and Insured Benefits - Full Time Employees		X	X	X	X											

**OPERATIONAL POLICY ACCOUNTABILITY  
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Name:	Primary Area of Assignment:	Date of Issue:										Annual Review		
		ADMIN	FINANCE	HR	PSS ADMIN	DSW Student	Rec Student	Rec Support	PSS	CRT				
HR-V-3	Benefit Entitlement/In Lieu - Regular Part-Time Employees	X	X	X	X									X
HR-V-5	Paid and Unpaid Absence From Work - Regular Part-Time Employees	X	X	X	X									X
HR-V-6	Management Compensation Days	X	X	X	X									X
HR-V-7	Maternity/Parental Sub-Plan	X	X	X	X									X
HR-V-8	Non-Union Non-Management Termination Notice and Severance Pay	X	X	X	X									X
HR-V-9	Middle Management Termination Notice and Severance Pay	X	X	X	X									X
HR-V-10	Senior Management Termination Notice and Severance Pay	X	X	X	X									X
HR-V-11	Non-Union Wage and Benefit	X	X	X	X									X
HR-V-12	Vacation Entitlement	X	X	X	X									X
HR-V-13	Terms of Employment - Non Union Contract/Irregular PT	X	X	X	X									X
<b>SECTION VI RETIREMENT</b>														
HR-VI-1	Retirement - Vacation	X	X	X	X									X
HR-VI-3	Early Retired Employee	X	X	X	X									X
<b>SECTION VII VOLUNTEER/STUDENT PROCUREMENT</b>														
HR-VII-1	Volunteer Enrolment/Screening/Placement	X	X	X	X									X
HR-VII-2	Volunteer Criminal Reference Checks	X	X	X	X									X
HR-VII-3	Volunteer Placements and Orientation	X	X	X	X									X
HR-VII-4	Volunteer Supervision	X	X	X	X									X
HR-VII-5	Volunteer Exit Interview	X	X	X	X									X
HR-VII-6	Student Placements and Orientation	X	X	X	X									X
HR-VII-7	Student Criminal Reference Checks	X	X	X	X									X
HR-VII-8	Student Exit Evaluation	X	X	X	X									X
HR-VII-9	Volunteers & Students - Health Screening	X	X	X	X									X
<b>SECTION VIII H &amp; S - SUPERVISORY RESPONSIBILITIES</b>														
HR-VIII-1	Employee Occupational Injury - Supervisor/Supervisor on Call Responsibilities	X	X	X	X									X
HR-VIII-2	Employee Illness While at Work - Supervisor/Supervisor On Call Responsibilities	X	X	X	X									X
HR-VIII-3	Employee Critically Injured or Killed at Work	X	X	X	X									X
HR-VIII-4	Transportation for Injured or Ill Employee	X	X	X	X									X
<b>SECTION IX - HEALTH AND SAFETY - RECORDS</b>														
HR-IX-1	Guidelines for Release of Medical Information	X	X	X	X									X
HR-IX-2	Employee Health Record	X	X	X	X									X
HR-IX-3	Medical Documentation	X	X	X	X									X
HR-IX-4	Pre-Employment Health Assessment	X	X	X	X									X
<b>SECTION X - HEALTH AND SAFETY - W. S. I. B.</b>														
HR-X-1	W.S.I.B. Claims and Follow Up	X	X	X	X									X
HR-X-2	Notifications - Accident, Explosion or Fire Causing Injury/Occupational Illness	X	X	X	X									X
HR-X-3	Early and Safe Return to Work	X	X	X	X									X
<b>SECTION XI HEALTH &amp; SAFETY - GENERAL</b>														
HR-XI-1	Occupational Health & Safety	X	X	X	X									X
HR-XI-2	Health and Safety Inspections	X	X	X	X									X
HR-XI-3	First Aid Requirements	X	X	X	X									X
HR-XI-4	Total Wellness And Injury Prevention Program	X	X	X	X									X
HR-XI-5	Request to Transfer for Exceptional Circumstances	X	X	X	X									X
HR-XI-7	Employee Immunization	X	X	X	X									X
HR-XI-8	WHMIS and Safety Education	X	X	X	X									X
HR-XI-9	Right to Refuse Unsafe Work	X	X	X	X									X
HR-XI-10	Investigation of Accident/Injury/Incident	X	X	X	X									X
HR-XI-11	Universal Precautions	X	X	X	X									X
HR-XI-12	Isolation	X	X	X	X									X



**OPERATIONAL POLICY ACCOUNTABILITY  
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Name:	Primary Area of Assignment:	Date of Issuer:										Annual Review					
		ADMIN	FINANCE	HR	PSS ADMIN	DSW Student	Rec Student	Rec Support	PSS	CRT							
HR-XI-13	Hot Weather Precautions For Employees	X	X	X	X	X									X		
HR-XI-14	Needlestick Injury Precautions	X		X	X											X	
HR-XI-15	Recommendations From JOHSC/Worker Representative	X		X	X											X	
HR-XI-16	Health and Safety Representatives/Joint Occupational Health and Safety Committee	X	X	X	X											X	
HR-XI-17	Lock-Out For Equipment	X	X	X	X											X	
HR-XI-18	Visitors	X	X	X	X											X	
HR-XI-19	Hazard Reporting	X	X	X	X											X	
HR-XI-20	Preventative Maintenance Program	X	X	X	X											X	
HR-XI-21	Scented Products	X	X	X	X											X	
HR-XI-22	Employee Injury/Illness While at Work - Employee Resp.	X	X	X	X											X	
HR-XI-23	Workplace Violence Prevention	X	X	X	X											X	
HR-XI-24	Slip, Trip and Fall Prevention	X	X	X	X											X	
<b>STAFF DEVELOPMENT</b>																	
<b>SECTION I PROGRAMS</b>																	
SD-I-1	Educational Needs and Opportunities	X	X	X	X											X	
SD-I-2	Presenter/Speaker List	X		X												X	
SD-I-3	Program Development	X		X												X	
SD-I-4	Presentation Preparation Process	X		X												X	
SD-I-5	Mandatory Training Programs	X	X	X	X											X	
SD-I-7	Equipment Reservations	X	X	X	X											X	
SD-I-8	Registration: Internal Inservice Events	X	X	X	X											X	
SD-I-9	Staff Development Records	X	X	X	X											X	
SD-I-10	Program Evaluation	X	X	X	X											X	
SD-I-11	External Educational Events	X	X	X	X											X	
<b>RESIDENTIAL</b>																	
<b>SECTION I GENERAL</b>																	
R-I-1	Hot Weather Precautions	X			X												
R-I-2	Nightly Hot Water Check	X			X												
R-I-3	Bed Maintenance and Safety	X			X												
R-I-4	Death of a Client	X			X												
R-I-5	Choking - High Risk Clients	X			X												
R-I-6	Mealtime - Supporting Clients to Eat	X			X												
R-I-7	Nutrition and Menu Planning	X			X												
R-I-8	Client Profile	X			X												
R-I-9	Monthly Summary	X			X												
R-I-10	Documentation - Casebook Charting	X	X		X												
R-I-12	Kardex	X			X												
R-I-13	Communication Book	X			X												
R-I-14	Annual Physical Examination	X			X												
R-I-15	Client Weights	X			X												
R-I-16	Suction Machine Cleaning	X			X												
R-I-17	Hospitalization	X			X												
R-I-18	Health Related Appointments	X			X												
R-I-19	Person Centered Planning	X			X												
R-I-21	Daily Log Book	X			X												
R-I-22	Client Security/Observation	X			X												
R-I-23	File Folders	X			X												
R-I-24	Seizure Record - Diagnostic	X			X												
R-I-29	Transportation, Use and Storage of Propane and Fuel Fire Appliances	X		X	X												
R-I-32	Fire Safety/Fire Drill	X			X												
R-I-35	Pets in the Group Home	X			X												

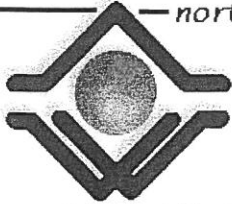
**OPERATIONAL POLICY ACCOUNTABILITY  
SIGNATURE PAGE-NEW HIRES**

POLICIES TO ARE TO BE READ WITHIN 30 DAYS OF RECEIPT OF THIS NOTICE

\*X DENOTES ACCOUNTABILITY  
ALL POLICIES MARKED X ARE TO BE READ

Name:	Primary Area of Assignment:	Date of Issue:	ADMIN	FINANCE	HR	PSS ADMIN	DSW Student	Rec Student	Rec Support	PSS	CRT	Annual Review
R-I-36	Residential Security		X					X				
R-I-37	Environmental/Physical Requirements for Residential Settings		X						X			
	<b>SECTION II HYGIENE</b>											
R-II-1	Bathing/Personal Hygiene					X		X				
	<b>SECTION III MEDICATION AND TREATMENT</b>											
R-III-1	Processing Physician's Orders		X			X						
R-III-2	Medication and Treatment Administration		X			X						
R-III-3	Documentation of Medication and Treatment Administration		X			X						
R-III-4	Reordering Medications		X			X						
R-III-5	Controlled Drugs – To Obtain, Store and Administer		X			X						
R-III-6	Medication Administration While Away From The Group Home		X			X						
R-III-7	Medication Wastage/Disposal		X			X						
R-III-8	Non-Prescription Medications		X			X						
R-III-9	Medication and Treatment Incident Reporting		X			X						
R-III-10	Medication Key Security		X			X						
	<b>SECTION IV SPECIALIZED PROCEDURES</b>											
R-IV-1	Head Injury		X					X				
R-IV-6	Feeding by Gastrostomy Tube		X					X				
R-IV-7	Feeding Tube Replacement - Gastrostomy		X					X				
R-IV-11	Blood Pressure - BP		X					X				
R-IV-12	Pulse		X					X				
R-IV-14	Respirations		X					X				
R-IV-15	Urine Specimen Collection		X					X				
R-IV-16	Suctioning - Oral		X					X				
R-IV-18	Breast Examination/Menstruation Record		X					X				
R-IV-22	Local Application of Cold: Compress or Pack		X					X				
	<b>SECTION V ROLES AND RESPONSIBILITIES</b>											
R-V-1	Care Co-Ordinator		X					X				
	<b>SECTION VI CLIENT MOBILITY</b>											
R-VI-1	Lifts, Transfers and Repositioning		X					X				
R-VI-2	Range of Motion		X					X				
R-VI-5	Use of Therapeutic Equipment		X					X				
R-VI-6	Wheelchair Cleaning & Inspection		X					X				
	<b>SECTION VII TRANSPORTATION</b>											
R-VII-1	Vehicle Orientation		X		X							
R-VII-2	Client Transportation		X					X				
R-VII-3	Vehicle Usage/Circle Check		X					X				
R-VII-4	Vehicle Manual		X					X				

**OPTIONS**  
-northwest



Personal Support Services

**Policy & Procedure Manual**

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**POLICY REVIEW ACKNOWLEDGEMENT**

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**MEMO TO:** Administrative Assistant

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Please be advised that:

*Policy and Procedure No:* \_\_\_\_\_

*Titled:* \_\_\_\_\_

has been reviewed by:

\_\_\_\_\_ on \_\_\_\_\_ and

there are no changes to this policy.

Please re-issue for approval and signature of Executive Director.

Thank you,