

Idaho

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002. DEFINITIONS

03. Auxiliary Personnel. Nonlicensed workers employed to assist the nurse in providing nursing care to patients/residents. This excludes persons employed as housekeepers, dietary and maintenance personnel, occupational and physical therapists, social workers and activity program staff. (12-31-91)

100. ADMINISTRATION

10. Visiting Hours. Daily visiting hours shall be established. (1-1-88)

c. Privacy shall be available at all times to patients/residents for visits with family, friends, clergy, social workers, and for professional or other business reasons. (1-1-88)

152. SOCIAL SERVICES.

The facility shall provide for the identification of the social and emotional needs of the patients/residents either directly or through arrangements with an outside resource and shall provide means to meet the needs identified. The program shall be accomplished by: (1-1-88)

01. Programs. (7-1-93)

a. Written assessment of the patient's/resident's social and emotional background, i.e., prior living situation, relationships with family and friends or other significant relationships, feelings about admission, financial needs and other issues pertinent to the present admission. (1-1-88)

b. Written plan to meet the patient's/resident's social and emotional needs. (1-1-88)

c. The assessment and plan may be incorporated in other facility assessments and plans; however, goals to be accomplished and methods of achieving those goals must be incorporated into the patient's/resident's overall plan of care. (1-1-88)

02. Policies and Procedures. There shall be policies and procedures describing the program, its goals and how the program shall be accomplished. If an outside resource provides the direct social services, procedures shall be established which clearly define the methods by which referrals are made, the facility designee responsible for making referrals and the expectations for the referral agency to facility patient's/resident's. The policies shall include provision for maintaining confidentiality of social information as necessary. (1-1-88)

03. Staff. Sufficient staff shall be provided to implement the program as follows: (1-1-88)

a. If the facility provides social services directly, there shall be a staff member designated in writing who is responsible for the program who: (1-1-88) i. Is a social worker licensed by the state of Idaho as a social worker or who receives regular consultation from such a qualified social worker. (1-1-88) ii. Has a written job description outlining the expectations, duties, responsibilities and authority of the job. (1-1-88) iii. Provides the leadership and direction of the program including the maintenance of any required records. (1-1-88)

b. If the facility does not provide the services directly but arranges with an outside resource to provide the services, there shall be a facility staff member designated in writing as a liaison person who: (1-1-88) i. Is responsible for identifying patient's/resident's in need of social services. (1-1-88) ii. Conducts initial and ongoing assessments of needs to support the referrals. (1-1-88) iii. Has a written job description outlining the expectations, duties, responsibilities and authority of the job.

iv. Ensures that identification of needs, implementation of programs to meet the needs and appropriate record keeping is accomplished. (1-1-88)

04. Records. Shall be maintained to reflect the facility's implementation of a social service program and shall include: (1-1-88)

a. Evidence on the patient's/resident's medical record that social information has been obtained through individual assessments. (1-1-88)

b. A plan to meet the individual needs of the patient/resident which is incorporated in the patient's/ resident's overall plan of care. (1-1-88)

c. Evidence that referrals have been made where appropriate. (1-1-88)

d. Signatures of staff providing information to the record and date of entry. (1-1-88)

05. Physical Requirements. There shall be adequate facilities and space for social services personnel to accomplish private interviews with patients/residents, staff, relatives, friends and other individuals as necessary. (1-1-88)

203.PATIENT/RESIDENT RECORDS.

The facility maintains medical records for all patients/residents in accordance with accepted professional standards and practices.

02. Individual Medical Record. An individual medical record shall be maintained for each admission with all entries kept current, dated and signed. All records shall be either typewritten or recorded legibly in ink, and shall contain the following: (1-1-88)

d. Special reports dated and signed by the person making the report, i.e., laboratory, X-ray, physical therapy, social services, consultation, and other special reports.

f. Progress notes by physicians, nurses, physical therapists, social worker, dietitian, and other health care personnel shall be recorded indicating observations to provide a full descriptive, chronological picture of the patient/resident during his stay in the facility. The writer shall date and sign each entry stating his specialty. (1-1-88)