

Initials: _____
Date: ____ / ____ / ____

## **Residential Care Facility and Assisted Living Facility Policies and Procedures**

A facility must develop and implement written policies and procedures that promote high quality services, health and safety for residents and incorporate the community-based care principles of individuality, independence, dignity, privacy, choice and a homelike environment. At least 60 days prior to anticipated licensure, the applicant must submit the following policies and procedures listed below when applying for initial licensure or a change of ownership.

### **Administrative policies:**

- A written policy for the referral of residents who may be victims of acute sexual assault to the nearest trained sexual assault examiner. The policy must include information regarding the collection of medical and forensic that must be obtained within 86 hours of the incident.
- A policy on facility employees not receiving gifts or money from residents.
- Written policy on the possession of firearms and ammunition within the facility as outlined in OAR 411-054-0025 (7) (a).
- Written policy prohibiting sexual relations between any facility employee and a resident who did not have a pre-existing relationship as required in OAR 411-054-0025 (7) (b).
- Develop and implement effective methods of responding to and resolving resident complaints, per OAR 411-054-0025 (7) (c).
- Develop and implement a policy regarding smoking in accordance with the Oregon Indoor Clean Air Act, ORS 433.835 to 433.875 and OAR chapter 333, division 015.
- Develop and implement a written policy that prohibits falsification of records, per OAR 411-054-0025 (8) (a).
- The facility must develop and conduct an ongoing quality improvement program that evaluates services, resident outcomes and resident satisfaction, per OAR 411-054-0025 (9).
- Policy for increases, additions or changes to the rate structure, as outlined in OAR 411-054-0025 (10) (a) (D).

**Abuse reporting and investigation policies:**

- Policies and procedures to assure prevention and appropriate response to any incident as outlined in OAR 411-054-0028.

**Change of condition and monitoring:**

- Policies that ensure resident monitoring for changes in condition and reporting system is implemented 24 hours per day, as outlined in OAR 411-054-0040 (1) and (2).

**Resident health services:**

Facility must provide health services and have systems in place to respond to the 24-hour care needs of residents.

- The system must include written policies and procedures on medical emergency response for all shifts, per OAR 411-054-0045 (1) (a).
- Define the duties, responsibilities and limitations of the facility nurse in policy and procedures, admission and disclosure material, per OAR 411-054-0045 (1) (e).
- Policy on providing intermittent direct nursing services, as outlined in OAR 411-054-0045 (1) (f) (F).
- Policy outlining the protocol for coordination of care between facility and on-site health service providers (home health/hospice) and the sharing of information including the facility service plan, per OAR 411-054-0045 (2) (a) (C).

**Staffing and training:**

Written, defined system to determine appropriate numbers of caregivers and general staffing based on resident acuity and service needs, per OAR 411-054-0070 (1) (i).

- Training program that has a method to determine performance capability through a demonstration and evaluation process, per OAR 411-054-0070 (3) (a).

**Safety program:**

- Safety program must be developed and implemented to avoid hazards to residents as outlined in OAR 411-054-0090 (4).

**Emergency and disaster planning:**

- Written emergency plan in accordance with the Oregon Fire Code in OAR chapter 837, division 040 and as required and outlined in OAR 411-054-0093 (1) and (2).

**Residential care facility building requirements:**

- Written safety policy regarding resident use and non-use of cooking appliances. Per OAR 411-054-0200
- Policies to assure that food is served fresh and at proper temperatures, per OAR 411-054-0200 (5) (c).