DDS CCH Health & Safety Orientation: Nursing Training Topics

Topic	Date	Trainer (RN/ LPN) initial	Trainee Initial
1. Respite Profile: **Licensee** must keep this document current. Designees must read and sign after each change.			
2. Mandatory Healthcare Requirements for CCH Licensees			
3. Licensee or designee cannot refuse emergency medical treatment for the individual. Licensee or designee must obtain medical care for any change in condition, and must obtain ongoing and routine preventive healthcare for the individual.			
4. Health Forms/Directives (required): Medical Contact sheets, Self-Medication Assessment, Fall Risk Assessment and Plan, Post-Fall Evaluation form, CCH Nursing Review, Nursing Health and Safety Assessment, Health Information checklist, Family Medical History, Annual Physical, Healthcare Appointment reports, Consent to Release Information, Routine Preventive Healthcare and Minimum Preventive Care Guidelines, Guidelines for Deferred, Limited, or Declined Healthcare, Swallowing Episode Report Form, First Aid Kit, Health Forms/Directives (as needed): Aspiration or Reflux Precautions, VNA Coordination of Care Agreement, Bed Safety Audit, Side Rail Assessment, Seizure Record, PRC (see below).			
5. Program Review committee (PRC), Behavior Modifying Medications, PRC Consent for Treatment (psychotropic medications and pre-sedation), Abnormal Involuntary Movement Scale (AIMS).			
6. HIPAA Provisions to CCH, CCH fact sheet, Examples of CCH HIPAA Disclosures. Licensee is not authorized to sign consent forms. Notify DDS of any DNR discussion. Valid consent documentation is required to obtain/release health information. Maintain confidentiality.			
7. Medication Administration and Storage, New medications, Training as required, Report to PCP, prescriber and RN any medication concerns or medications not given correctly. DDS Medical Advisory 14-1 excerpt, Herbal Treatment and Food supplements Bulletin.			
8. DDS Health Bulletins/Directives: Response to Health Emergencies, Bed and Side Rail Safety, Rubber Glove Disposal, Safety Campaign, Winter Health Advisory, Summer Health Advisory.			
9. Making the most of a healthcare appointment.			
10. Requirement to inform Day/Work services of medications, and any change in medication, health, safety or behavior.			
11. Alzheimer's/Dementia training.			
12. Licensee must maintain CPR certification. Trainings as directed.			
13. Nurse's role: Health assessments, monitor healthcare, in-person contact quarterly and as needed, reinforce education.			
14. Valid health information sources: PCP, specialists, pharmacy, RN, Epocrates, Medlinplus.gov, CDC.gov, DDS, DPH, or hospital information.			
15. DDS Policies and Procedures are available on the DDS website (DDS.ct.gov)			
16. Infection Control			
17. Dysphagia (instructor must be a DDS trained Trainer)			

Instructor: _____ _____ _____

Print Name | **Signature & Title (must be R.N. or L.P.N.)** | **Date**

Attendee: _____ _____ _____

Print Name | **Signature & Title** | **Date**

Mandatory Healthcare Requirements for CCH Licensees

Community Companion Home (CCH) licensees must provide individualized support to assist persons in reaching their goals, including their highest level of independence and health. The licensee will follow State regulations and DDS directives to ensure appropriate and timely healthcare.

1. If there is a medical emergency call 911 immediately. Licensee cannot refuse emergency medical treatment for the person.

2. All non-emergent changes in condition must be promptly reported to the Primary Care Provider (PCP). If the PCP does not call back, provide instructions, or examine the person, the licensee or designee must obtain medical care for the person. Use a Walk-In or Urgent Care Clinic, or Emergency Department. Inform the PCP, guardian and CCH RN as soon as possible.

3. The licensee must be familiar with the diagnoses and health needs of the individuals residing in the CCH; and must understand their responsibility to meet the health needs of those individuals, including documentation and communication requirements.

4. The Respite Profile must be updated immediately with any changes (Licensee to draw one line through incorrect information, write in correct information, and date/initial changes). All designees must read and sign current Respite Profile prior to providing respite or supervision. Designees must be informed of and review any changes, and sign/date the Respite Profile prior to providing respite/supervision.

5. Licensee must maintain CPR certification and provide CPR as needed. Licensee must maintain First Aid supplies and provide First Aid as needed. Infection control practices must be followed, including thorough hand washing, no sharing personal items, and ensuring personal and environmental hygiene.

6. Licensee must understand why, how and when all medications are to be taken. Discuss the medication, allergies, and possible side effects with prescriber before leaving an appointment whenever a new medication is prescribed. All medications or treatments, including Over the Counter (OTC) must be approved by an authorized prescriber. Document all instructions on the medical contact sheet and update Respite Profile. Notify PCP and CCH RN of any medication changes. Promptly start new medication; if not to be started immediately, document the start date ordered by the prescriber. Psychotropic medications require guardian consent before starting.

7. Immediately report to the prescriber and PCP any medication concerns including questions, any medications not given as ordered, side effects, adverse effects, signs of allergic reaction (call 911 first, if emergency suspected). Notify CCH RN of any of these concerns as soon as possible.

8. A medical plan cannot be changed by the CCH licensee or IDT without the approval of the PCP or other medical specialist. Any lab work, consultations or tests ordered must be completed in a timely manner, with results documented on the medical contact sheet. Report concerns or questions to the PCP and medical specialists immediately; also report to the person, guardian, CCH RN and IDT.

9. Licensee cannot sign consent forms, including DNR or advanced directives. Guardianship information will be brought to all appointments. Notify DDS immediately of any DNR discussions.

10. Healthcare appointments must be scheduled and attended at the recommended times. Healthcare screenings must be kept current. DDS Minimum Preventive Care Guidelines and Guidelines for Deferred, Limited, or Declined Health Care must be followed. If rescheduling is needed, a new appointment must be obtained as soon as possible. The cause of the rescheduling must be documented on the medical contact sheet. Notify CCH RN of appointment changes.

11. Healthcare Appointment Report forms should be completed for all appointments, including walk-in or ER visits. You must ensure information on the Healthcare Appointment Report is accurate before it is given to the healthcare provider. Ask the provider for clarification of anything that you cannot read, or don't understand. Clearly and thoroughly document on the medical contact sheet the outcome of the visit including all directions, orders, and follow-up needed. Update Respite Profile immediately with any changes. Report to the CCH RN as soon as possible.

12. Licensee must inform Work/Day services as soon as possible of any change for the individual, including absences for illness or appointments, medication changes, new diagnoses or health changes, any changes that may affect the individual (death or illness in the family/home or other stressors)