### PURPOSE

To describe Ohio Living Home Health & Hospice operations including the geographical service area.

### POLICY

Ohio Living Home Health & Hospice will operate an office that will provide a safe and adequate location related to space, facilities, and administrative services.

Ohio Living Home Health & Hospice will be open during set business hours, Monday through Friday, except designated holidays or other days decided by the Executive Director/Administrator. Designated organization personnel will be available to patients on an on-call basis during non-office hours. Ohio Living Home Health & Hospice services will be available 24 hours a day, seven (7) days a week.

Home care services are provided on an intermittent basis to patients in their place of residence.

#### Scope of Services

1. Professional nursing services are provided in accordance with the patient’s plan of care, under the supervision of a registered nurse and include:
2. Initial and ongoing comprehensive assessments of the patient’s needs, including OASIS assessments at appropriate points in time
3. Developing and revising the plan of care in consultation with the physician and other care team members
4. Providing those services and/or treatments requiring skilled nursing
5. Counseling and educating the patient and family/caregiver regarding the disease process, self-care techniques, and prevention strategies
6. Initiating appropriate preventive and rehabilitative nursing procedures
7. Preparing clinical and progress notes
8. Coordination of services
9. Referral to other services as needed
10. Informing the physician and other staff of changes in the patient’s needs
11. Evaluating the effectiveness and outcomes of care
12. Supervising licensed practical nurses, home health aides and paraprofessionals providing services
13. Planning for discharge from service
14. Licensed practical nurses may provide the nursing care needs of the patient as under the supervision of a registered nurse. These include:
    1. Providing services in accordance with organization policies
    2. Preparing clinical and progress notes
    3. Assisting the registered nurse or physician in performing specialized procedures and duties
    4. Assisting the registered nurse in carrying out the plan of care
    5. Assisting the patient in learning appropriate self-care techniques
15. Home health aide duties include:
    1. Assisting with personal hygiene
    2. Assisting with ambulation and exercise
    3. Assisting with medications that are ordinarily self-administered (per state regulations)
    4. Reporting changes in the patient’s condition
    5. Providing nutritional support
    6. Other supportive tasks as assigned
16. Rehabilitative therapies are provided according to the patient’s plan of care by a registered/certified physical and/or occupational therapist in accordance with the patient’s plan of care and include:
    1. Initial and ongoing assessments to determine the level of functioning
    2. Developing and revising the plan of care in consultation with the physician and other care team members
    3. Goal setting
    4. Providing therapeutic treatments
    5. Educating the patient and/or /family
    6. Evaluation of equipment needs to increase functional level
    7. Preparing clinical and progress notes
    8. Coordinating services in consultation with home health staff
    9. Evaluating the effectiveness and outcomes of care
    10. Supervising therapy assistants and home health aides, as appropriate
    11. Planning for discharge
    12. Licensed and/or certified assistants’ (PTA, COTA) duties under the direction of a physical or occupational therapist will include:
    13. Performing services planned, delegated, and supervised by the therapist
    14. Providing services in accordance with organization policies
    15. Preparing clinical and progress notes
    16. Participating in teaching the patient and family/caregiver
17. Speech/language pathology services are provided according to the patient’s plan of care by a qualified speech/language pathologist and/or audiologist and include:
    1. Initial and ongoing assessments to identify the patient’s level of functioning and ability to communicate, including OASIS assessments at appropriate points in time
    2. Goal setting
    3. Developing the plan of care in consultation with the physician and other care team members and revising it as appropriate
    4. Preparing clinical and progress notes
    5. Consultation and coordination of services with other disciplines
    6. Patient/family education
    7. Evaluating effectiveness and outcomes of care
    8. Informing the physician and other personnel of changes in the patient’s needs
    9. Discharge planning
18. Social work services are provided according to the patient’s plan of care by a qualified social worker, or by a qualified social work assistant under the supervision of a qualified social worker, and include:
19. Assessing psychosocial status
20. Goal setting
21. Developing the plan of care in consultation with the physician and other care team members and revising it, as appropriate
22. Assisting other team members in understanding the social and emotional factors related to the health problems
23. Working with the family, as needed
24. Preparing clinical and progress notes
25. Evaluating effectiveness and outcomes of care
26. Utilizing and providing patient/family with community resources
27. Discharge planning
28. Consultation and coordination of services with other disciplines
29. Nutrition services are provided by a registered dietician and include:
30. Assessing the nutritional needs of patient per organization policy and revising the plan of care, as needed
31. Providing patient and family/caregiver education, as required
32. Consulting with staff regarding special dietary regimens and nutritional requirements
33. Preparing clinical and progress notes
34. Goal setting
35. Coordinating services with other involved disciplines