

<b>Area</b>	Personal Care Home and Transitional Care		
<b>Section</b>	Documentation		
<b>Subsection</b>	N/A		
<b>Document Type</b>	Policy		
<b>Scope</b>	Applies to all Personal Care Home and Transitional Care Sites		
<b>Approved By</b>	<b>Original Effective Date</b>	<b>Revised Effective Date</b>	<b>Reviewed Date</b>
Glenda Short, Regional Lead Community & Continuing Care	2017-Jun-21	2023-Apr-05	2023-Apr-05

## DEFINITIONS

**Activities of Daily Living (ADL) Guide:** A tool to communicate the residents care plan to direct care providers. The ADL guide is located in the resident's room in a manner that preserves privacy and confidentiality while ensuring easy access by staff providing care. It is not a permanent part of the health record.

**Bedside Communication Tool:** The ADL Guide is considered the Bedside Communication Tool.

**Interdisciplinary team:** Includes at minimum two health care disciplines. One discipline must be a Nurse (RN, LPN, or RPN) and the other a different discipline (e.g. Health Care Aide, Recreation, Therapy, etc.).

**Resident Integrated Care Plan:** A comprehensive written plan of care developed by the interdisciplinary team with resident and family/alternate decision maker. The plan is based on the interdisciplinary assessment and guides the care provided to the resident.

## PURPOSE

Prairie Mountain Health (PMH) recognizes that clear communication of the resident's care plan is necessary for Health Care Providers, in an effort to provide safe and consistent quality resident care.

## POLICY STATEMENT

- The Bedside Communication Tool (ADL Guide):
- Is not a permanent part of the health record and may be completed in pencil or pen.
- Reflects the resident's current care plan.
- Does not display Advance Care Plan Goals of Care (Advance Care Planning, PPG-00171).
- Is located in the resident's room in a manner that preserves privacy and confidentiality while ensuring easy access for the Health Care Provider.

## RESPONSIBILITIES

Health Care Providers are oriented to the Bedside Communication Tool (ADL Guide), according to site process.

## PROCEDURE

1. The ADL Guide (PMH483) is initiated within 24 hours, to reflect the resident's basic care needs.
2. The ADL Guide is completed with resident identifiers of the facilities choice (e.g. addressograph, photo of the resident or resident room number).
3. The ADL guide is posted in the resident's room and in a consistent location (e.g. hung on the bathroom wall).
4. Privacy and confidentiality of personal health information must be preserved (e.g. ADL Guide is kept in a clear plastic sleeve turned toward the wall or on the inside of a cabinet door).
5. The ADL Guide is updated following the resident's 8-week annual care conference, and at quarterly reviews.
  - a. The interdisciplinary team updates the ADL Guide to ensure consistent resident care communication. The ADL Guide is updated when changes are made to the ICP (PMH484) and when there is a change in clinical condition and/or care needs to ensure that the information is accurate at all times.
  - b. If a resident is moved to another room, the ADL Guide moves with them and the room number is updated (as applicable) on the ADL Guide.
6. The ADL Guide is placed in confidential shredding when:
  - a. It is full/no longer able to be updated clearly
  - b. Resident is discharged/deceased

## RELATED MATERIAL

[PMH483, Activities of Daily Living](#)

[PPG-00171, Advance Care Planning](#)

[PPG-00179, Confidentiality](#)

[PPG-00273, Security and Storage of Confidential information](#)

[PPG-00327, Resident Integrated Care Plan](#)

[PPG-00916, LTC Care Conference](#)

[PPG-01260, Care Transitions and Handovers](#)

## DOCUMENT HISTORY

Version	Changes
2017-Jun-21	New.
2017-Sept-27	Addition of Safe Client Handling policy to the 'related material' section, addition of the Communication Board Order form PMH1740 and PMH1741, addition of the Safe Client Handling logos to the Logos legend (appendix A and B), removal of the Ventures Order Form reference
2018-Aug-29	Revised. Added policy statement to direct on where to put risk safety and transfer logo's with the poster board. Completed text description in logo legends to provide clarity as to symbol meaning. Changed the name of the policy to reflect options of 3 types of bedside communication tools.
2023-Apr-05	Revised. Interdisciplinary team definition updated. Change from three options of bedside communication tools to use of ADL guide only (elimination of poster-style and whiteboard options). Removal of appendix, A, B and C. Archival of logo order forms.