

# **Addendum to Provide Care for Consumers with a Tracheostomy in an Adult Residential Facility**

## **Section 1: Purpose/Methods/Goals**

care home is licensed to provide care to developmentally disabled individuals. Our goal is to be able to accept and/or retain consumers who have a restricted health condition. We want the consumer to have continuity of care and be able to stay in the care home if a health problem develops. Our home will provide care for consumers with the following health conditions: Tracheostomies. We will adhere to Title 22 regulations and provide the best care possible for the consumer.

## **Section 2: Medical**

1. If the consumer is mentally and physically capable of doing his/her own tracheostomy care, then the role of the Administrator will be to monitor the procedures, document them and provide all supplies, and monitor the client's ability to provide self care.
2. If the consumer is not able to complete tracheostomy care then :
  - A. The Administrator will have a licensed health professional available from home health agency complete the tracheostomy care. OR
  - B. The licensed health professional will train non-licensed staff to observe, monitor breathing abilities (patent airway) and follow MD specified trach/stoma care. (Equipment used will be approved by FDA)
  - C. Only a licensed health professional will complete suctioning.
3. Administrator will insure all tracheostomy supplies are available for consumer at the facility. Administrator will insure adherence to universal precautions is followed and materials are disposed of safely, as detailed in California Code of Regulations, Title 8 Sec 5193.
4. Administrator will insure safety standards are adhered to if oxygen for transtracheal therapy is required, following MD specified liter flow.
5. Administrator will insure facility staff that provides direct care is trained to observe/ monitor breathing abilities, symptoms of respiratory infection, and be alert to signs that would signal need for medical intervention.
6. Administrator will insure facility staff providing direct care to the consumer follows MD specific orders with respect to stoma care.
7. Administrator will insure facility staff/consumer collaborates with team clinicians for preventive health care including TB testing and immunizations are current, such as flu and pneumonia.
8. Administrator will insure facility staff is trained in promoting optimal respiratory function including: avoidance of respiratory irritants, appropriate positioning, adequate diet/ fluid intake and encouragement of deep breathing/coughing exercises are part of overall care plan.
9. In an emergency, the staff present will call 911 and notify the consumer's physician.

### **Section 3: Admission/intake /discharge**

1. Before admission to care home the Administrator will do a pre-admission appraisal to insure that the care home can meet the consumer's needs. A functional capabilities assessment will be done as part of this appraisal.
2. Staff training will be provided prior to consumer's admission, which shall include hands-on instruction in both general procedures and client-specific procedures.
3. If the Administrator feels the care home no longer meets the consumer's needs, the Administrator will give the consumer and the placing agency a 30 day notice. If an emergency situation exists, an immediate notice, verbal and written, will be given to the placing agency, consumer and authorized representative.

### **Section 4: Needs and Services**

1. Within 30 calendar days of admission, the consumer will have a written medical assessment by a licensed physician, or designee. This information will be used to develop the Needs and Services Plan.
2. The Needs and Services Plan will be developed jointly with the consumer and placing agency within 30 days of admission.
3. The Restricted Health Condition Care Plan (RHCCP) will be developed in conjunction with a licensed health professional for those restricted health conditions stated in 80092. The plan will be developed within 30 days of admission.
4. The RHCCP shall neither require nor recommend that the licensee or any facility personnel or any other person providing care, other than a physician or unlicensed health professional, implement any health care procedures that may legally be provided only by a physician or licensed health professional.

### **Section 5: Nutrition/menu**

1. If the physician prescribes a specialized modified diet, the Administrator will instruct staff on how to provide this diet. For example, due to the tracheostomy, consumer may need liquid or soft diet, or hi protein diet. Consultation with dietitian will be sought as needed.

### **Section 6: In-service training for staff**

1. A licensed health professional will train staff to monitor, provide care for the consumer's tracheostomy. The licensed health professional will be: a staff member.
2. Administrator will ensure that training is done for all staff at least annually and for new staff as part of orientation, prior to providing services to the consumer. This will be documented and documentation kept in personnel files of facility.

3. Administrator will attend trainings given by licensed staff and obtain a copy of the training materials. Training shall include hands on instruction specific to (consumer) and general procedures.

### **Section 7: Reporting requirements**

1. Administrator will call, email or fax notification to CCL when a consumer with a restricted health condition is admitted to the care home. The presence of a restricted health condition will be noted on the roster of clients for the care home.

### **Section 8: Personal rights**

1. Consumers and their representative will be informed of client's rights, in accordance with California Code of Regulations, Title 22, 82072. This includes the right to refuse treatment and to be informed of what the placement consequences of such action would be.
2. If a client refuses medical services, the licensee shall immediately notify all persons involved and shall participate in developing a plan for meeting the client's needs, which may result in an eviction notice to the consumer.