



Policy Name: <p style="text-align: center;">PRIVATELY HIRED PERSONNEL</p>	Policy Number: <p style="text-align: center;">0163</p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date: <p style="text-align: center;">OCTOBER 20, 2010</p>
Reason for Revision: Click on item below and select item from list. <p style="text-align: center;">CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</p> <ul style="list-style-type: none"> * Combined Policy 0163 Regulated & 0164 Unregulated. * Removed words from Policy area. * Added Policy Element #3. * Removed attachments 1,2,3,4 + 5 from Policy and made them Forms instead. * Added where Electronic forms are kept - To be determined * Added where Hardcopy will be kept - Nursing Station file cabinet * New format being used. 	Date Revised: <p style="text-align: center;">September 12, 2018</p> Next Date for Review: <p style="text-align: center;">October 1, 2018</p>
Section: <p style="text-align: center;">Section 09 - Administration</p>	Page No: <p style="text-align: center;">Page 1 of 4</p>

Policy

Residents and Health Advocates (HAs) can engage Privately Hired Personnel (PHP), including both Regulated Privately Hired Personnel (RPHP) and Unregulated Privately Hired Personnel (URPHP) such as hospice-visit health care professionals, private sitters, companions, or private nursing staff for the purposes of enhancing a resident’s level of care, providing health care services which are not available from hospice staff. All PHP will be given clear expectations of their duties and responsibilities.

POLICY ELEMENTS

1. Agapé Hospice will not endorse a particular PHP or PHP agency’s services to a resident or family. By following the screening process in item 2 below, resident safety is maximized but does not guarantee quality of PHP services. The hiring individual is liable for PHP services including quality of care and all associated expenses.
2. For the screening process, a resident/HA who hires PHP from an agency or company will provide evidence to Agapé Hospice from the agency that illustrates:
 - proof of PHP license
 - evidence that the PHP is covered by WCB
 - proof of insurance for liability
 - proof of a current Police Check, which includes vulnerable sector verification (a letter from the agency that indicates PHP has undergone a thorough screening process with current proof of the above-noted will be accepted).
3. When residents/families request information about PHP, they should be referred to the Social Worker. The Social Worker will be responsible to ensure that the above noted screening process is followed. The resident/family will be personally responsible for any PHP they hire. PHP’s hired by residents/families does not mean that they are endorsed by Agape Hospice.



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4. The *Agreement between Resident/HA and Agapé Hospice for PHP Form* and *PHP Contact and Employment Information* must be completed and provided to the Social Worker.
5. The *Letter to All Privately Hired Personnel* and the *Statement of Confidentiality* will be read and signed by the PHP or agency.
6. In the event that URPHP does not have the required documents noted in item 2 above, a *Waiver/Informed Consent Form Without Documentation* must be signed by the resident/HA.
7. If the documents noted in item 2 above are not submitted by RPHP, Agapé will check to see if the personnel is listed under their professional association as a certified professional.
8. All related documents will be submitted to the Social Worker. The resident/HA should retain copies for their files, if desired.
9. The resident/HA should indicate who to contact should any concerns regarding the role of the PHP arise; in this case, Agapé Hospice will contact the most appropriate person.
10. The resident/HA needs to clearly indicate their expectations of the PHP in the PHP Duties and Responsibilities Form. The resident/HA can consult with the Nursing Lead if necessary.
11. The *Agreement between Resident/HA and Agapé Hospice for PHP Form* will be filed on the resident's chart so that staff are aware of what duties the PHP is expected to perform. The record will promote good communication between the resident/HA, PHP, and Agapé Hospice.
12. The PHP is expected to report to Agapé nursing staff immediately when any urgent matters with a resident arise.
13. Agapé Hospice will continue to hold the primary responsibility for any medical care and medication administration provided to the resident.
14. Families who do choose to enter into a private agreement with a PHP will ensure that the PHP follows all the policies and procedures of Agapé Hospice, in particular:
 - Infection and Prevention Control, Hand Hygiene
 - Emergency Response Procedures
 - No Scent Policy
 - Respect in the Workplace
 - Zero Tolerance for Abuse
 - Confidentiality
 - Vision, Mission, Core Values
 - Use of Personal Portable Devices (except cameras)
 - Zero Unassisted Lift Policy (Resident Transfer Policy)



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These policies are summarized in the PHP policy package and need to be reviewed by the resident/HA and PHP.

15. Agapé Hospice reserves the right to control access to the premises and may exclude any person including a PHP if it deems they are not welcome. Any of the following concerns, but not limited to, would exclude a person from Agapé Hospice: if Agapé has concerns for a resident's safety, if Agapé determines that the risks outweigh the potential benefits to the resident, if the care plan is deliberately not being followed by the PHP, if a threat to an employee and/or such other conditions as Agapé Hospice determines adversely affects the resident's safety or quality of life.
16. It is not permissible for a PHP to perform an activity or task that could pose risk to the resident, staff or themselves.
17. It is the responsibility of the PHP to inform the resident/HA of lateness, a change in hours, or an inability to perform duties as per the agreed upon arrangements.
18. PHP:
 - are not permitted to use Agapé Hospice lockers, staff lounge or enter staff-only areas
 - are not permitted to use Agapé Hospice unit telephones
 - may only continue to visit a resident on a unit declared on outbreak as a result of an illness at the discretion of the Nursing Lead/Charge Nurse.
19. There will be no remuneration on the part of Agapé Hospice for services rendered under private agreements.
20. RPHP may provide the information of their involvement in progress notes. In this case, the resident/HA must sign the *Resident Consent for Release of Information*.
21. Employees of Agapé Hospice will not be permitted to enter into a private agreement with residents and/or their HA.

DEFINITIONS

- PHP: Privately Hired Personnel.
- RPHP: Regulated Privately Hired Personnel:
Health care professional who is registered as a member of a regulatory profession named in Alberta's Health Professions Act.
- URPHP: Unregulated Privately Hired Personnel:
Professional who is not registered as a member of a regulatory profession named in Alberta's Health Professions Act.
- HA: Health Advocate, a substitute decision maker.
- POA: Power of Attorney.



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OUTCOME

PHP hired by resident/HA understand they have a responsibility to be screened and registered with Agapé Hospice to promote good communication and safety for residents and staff.

REQUIRED FORMS AND EQUIPMENT REFERENCES

Electronic forms location – FORMS
Hardcopy forms location – Nursing Station file cabinet

1. Agreement Between Resident/HA and Agapé Hospice For PHP.
2. Privately Hired Personnel Contact & Employment Information.
3. Letter To All Privately Hired Personnel
4. Waiver/Informed Consent Form, Privately Hired Personnel Without Documentation
5. PHP Duties and Responsibilities Form
6. Resident Consent For Release Of Information