



Policy Name: <p style="text-align: center;">IDENTIFYING RESIDENTS PRIOR TO PROVIDING SERVICES</p>	Policy Number: <p style="text-align: center;">0142</p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date: <p style="text-align: center;">MARCH 13, 2012</p>
Reason for Revision: <i>Click on item below and select item from list.</i> <p style="text-align: center;">CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</p> <p style="text-align: center;">New format being used.</p>	Date Revised: <p style="text-align: center;">January 30, 2021</p> Next Date for Review: <p style="text-align: center;">January 30, 2024</p>
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Policy

Each Resident will be formally identified prior to services and/or procedures being given. We recognize that The Salvation Army Agapé Hospice is a unique “home-like” setting and hence differs in some practices from other institutions. Understanding this does not exempt us from formally identifying Residents prior to providing services, but formal checks may not always be required when dealing with psychosocial issues.

The whole team will use the following two identifiers prior to providing services:

1. Full Name (including middle name)
2. Birth date

These identifiers will be placed onto daily work sheets for caregivers and for volunteers as well as Resident identification (ID) bracelets, so they are available to all team members. Resident ID bracelets will be placed on the Resident wrists at time of admission. In the rare circumstances, where the Resident is unable to tolerate the ID bracelet on their wrist, the ID bracelet may be placed on the side rails of the Resident’s bed. Wandering Residents must wear their ID bracelet and/or allergy alert band at all times. If a Resident is unable or refuses to wear the ID bracelet or Allergy Alert band it must be documented in their health record

CROSS REFERENCES

Policy # 0104 – Identification of Caregivers, Service Providers and Health Advocates



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Procedure

1. At Admission:

- 1.1 Admission information received from the sending facilities will be double checked with Residents and/or family members to confirm the identity of the Resident. Full name (including middle name) and birth dates will be re-confirmed by the Registered Nurse doing the admission.
- 1.2 Unit clerks will ask family members for a copy of the Alberta Health Care Card to put in the chart (full name and birthdate are on this card).

2. Performing High Risk Activities (giving medications; performing procedures like dressing changes, inserting catheters, emptying drains; dealing with confused Residents or Residents with decreased levels of consciousness):

- 2.1 Prior to any high risk activity being performed on a Resident, the two formal identifiers (full name {including middle name} and birthdate) will be checked each time. This will be done by checking the ID bracelet for that Resident against the Resident's label or daily work sheets.

3. Performing Low Risk Activities (Psychosocial support - including spiritual support, social work support and volunteer support):

- 3.1 Staff who will be providing low risk services to Residents will be required upon first meeting the Resident to do the formal identity check of full name (including middle name) and birthdate, either by asking the Resident to confirm these or by checking the ID bracelet.
- 3.2 Due to the sensitive nature of this psychosocial care, further interactions with the Resident will be left up to the staff's discretion if full identity checks are required each time they meet.