

PATHWAYS ABILITIES SOCIETY

POLICY: SUPPORT PROTOCOLS

Applies to: All Personnel, Volunteers and Persons Served

Original Approval Date: December 10, 2007

Date Board Approved: October 19, 2020

Replaces Policy Dated: November 25, 2019

Board Member's Signature

PREAMBLE

Individual support protocols are required to ensure Pathways Abilities Society staff is providing consistent accurate support and assistance to individuals with specific health or support needs.

POLICY

Individuals with specific health or support needs that require staff intervention will have protocols completed by a professional. This includes however is not limited to individuals with seizures (see Pathways Abilities Society Seizure policy and procedure), eating difficulties, allergies, behaviour issues (see Pathways Abilities Society Behavioral Support and Intervention policy and procedure), communications, personal care, etc. Where possible, the protocols will be signed and approved by the person or those authorized by the person or their family.

Support protocols are reviewed minimally at the person's annual Individual Service Plan. The person/family or caregiver must provide Pathways with a copy of each specific protocol and an updated new protocol upon expiry or if something changes. The Community Placement Developer-Intake and LPN monitor protocols expiry dates. The LPN follows-up and ensures support protocols are current.

In the months of November and May, the LPN schedules a meeting of the key staff working with individuals who have behavioral support protocol and or plans to review strategies and responses.

The area supervisor, manager, LPN or their designate orientates and trains staff and volunteers to each protocol and their application. They track the orientation in the Protocol Review Log on ShareVision. They ensure staff and volunteers are adhering to the requirements and procedures.

Protocols are maintained in the appropriate section of the person's binder and on their ShareVision site. Staff and volunteers document usage as specified.