

# Singleton Health Care Center Policy for residents leaving the facility

Revised 6/30/14

## Policy:

All residents at Singleton Health Care Center will remain safe under our care while inside the building. If a resident of the RCF chooses to leave the building they must adhere to this procedure. It is the goal of Singleton Health Care Center for all of its residents to remain as independent as possible.

## Procedure:

Each resident will be assessed by a physician upon admission and annually to determine whether that resident has the ability to safely and responsibly leave the premises. If the assessment shows that the resident does not have the ability to leave the facility the resident will be required to remain on the premises until the next assessment or if accompanied by a family member, responsible party, or a staff member. If the assessment shows that the resident does possess the ability to leave the facility, the resident must follow this procedure:

1. The resident must notify the nurse when they plan to leave.
2. The resident must sign a 'sign-out' book provided by the facility with their name, the date, and time, and the estimated time that they will be returning to the facility.
3. Upon return, the resident must notify the nurse.
4. Upon return the resident must again sign in the book the time in which they returned.
5. If the resident is not going to be able to return at the time written, the resident must contact the facility and let them know when they will be returning at least a half hour before the estimated original time.
6. No resident shall return to the facility after 8:00pm

If the resident leaves the facility under the care of a family member or responsible party, Singleton requires that the family member or responsible party sign the resident out.

Resident or responsible party \_\_\_\_\_

Date \_\_\_\_\_

**Singleton Health Care Center**  
**Residential Care Sanitation Policy**

In order to maintain a Sanitary living environment it is the policy of Singleton Health Care Center to not allow any food items to be stored or eaten in the resident rooms. Singleton will make snacks available twenty four hours a day to be consumer in designated areas as required by section 3701-17-60 of the Ohio Administrative Code.

Resident or Responsible Party: \_\_\_\_\_

Date: \_\_\_\_\_

**Singleton Health Care Center**  
**Residential Care Facility**  
**Pet Policy**

Residents at Singleton will not be permitted to bring pets into the facility unless approved by the administrator.

Resident or Responsible Party: \_\_\_\_\_

Date: \_\_\_\_\_

**Singleton Health Care Center**  
**Residential Care Facility**  
**Alcohol and Drug Policy**

No resident at Singleton will be permitted to use drugs or alcohol while in the facility. What a resident does outside the facility is the responsibility of the resident or the residents' responsible party.

\*\*However, if as a result of alcohol or drug use, other residents and or staff are affected, the facility will take appropriate action to keep its' residents and staff safe. Such action may include discharge.

Resident or Responsible Party: \_\_\_\_\_

Date: \_\_\_\_\_

**Singleton Health Care Center**  
**Residential Care Facility**  
**Newspaper Policy**

A daily newspaper will be provided to the residents of the RCF for use. The newspaper will be delivered to Singleton by The Plain Dealer and brought up each morning by the nurse and placed on the coffee table in the residents TV area for resident use. Please note that this newspaper is for all residents and each resident needs to be aware that there are other residents that may like to read the newspaper.

In the event a resident would like to purchase a subscription for their own newspaper they should see the activities department for assistance in that process.

Resident or Responsible Party: \_\_\_\_\_

Date: \_\_\_\_\_

**Singleton Health Care Center  
Smoking Policy  
Revised 6/24/14**

Policy:

For the safety of our residents and staff smoking will only be permitted in the 'smoking room' located on the first floor next to the dining room. No person (staff, resident, or visitor) shall be permitted to smoke in any other areas of the building. Smoking in resident rooms is strictly prohibited.

No person shall be permitted to smoke, carry a lighted cigarette, cigar, or pipe, or use any spark or flame producing device in any room or area in the facility where oxygen is used or stored as prohibited by the Ohio Administrative Code section 3701-17-63.

The facility will maintain a ventilation system in the smoke room to ensure no other persons are exposed to second hand smoke.

Procedure:

1. Upon each admission all residents will sign a copy of this policy as part of their admission packet as well as sign a copy of the smoking room rules. Signed copies of this policy and a signed copy of the smoking room rules will be kept in the residents social service file.
2. All smoking residents will have an assessment upon admission and annually thereafter to determine ability to smoke safely. Assistive devices will be used in the event that the assessment proves them necessary.
3. Any resident using oxygen will follow a schedule and only be permitted to utilize the smoke room during their scheduled times.
4. All residents utilizing the smoke room must use the designated ash receptacles for ashing their cigarette as well as for cigarette butt disposal. The facility provides this room for residents who can smoke safely and responsibly. Residents who cannot smoke safely and responsibly will have their smoking privileges revoked. All residents must abide by the smoking room rules posted outside of the smoke room.
5. No resident will be permitted to keep matches or a lighter. The facility provides a lighter in the smoke room that residents must use to light their cigarettes.
6. All residents will be monitored in the smoke room through the large window. Facility staff will follow the smoke room monitoring schedule to ensure residents are monitored in place. Staff assigned to monitor the smoke room will ensure all assistive devices required by the residents care plan are in place.
7. In the event that facility staff discovers or suspects that a resident is noncompliant with this policy:
  - a. This must be reported immediately to their supervisor.
  - b. If the suspicion is confirmed by the supervisor, the supervisor must contact the director of nursing to inform her of the situation.
  - c. The Director of nursing will notify the administrator immediately and the administrator will initiate the 30 day discharge.
  - d. The Director of Nursing will implement a 15 minute check schedule for the discharged resident to ensure safety until such time as the resident is actually discharged from the facility.
  - e. Failure by staff to report any noncompliance will result in disciplinary action.

**Singleton Health Care Center maintains a zero tolerance position for this policy. Any resident found to be noncompliant with this policy will receive a 30 day discharge notice from Singleton Health Care Center.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Singleton Health Care Center

## *Theft and Property Damage*

Singleton Health Care Center will replace or repair any resident property that is damaged by the facility or its' employees. The facility will also obtain a surety bond for the resident's fund account to ensure that the resident's are protected from theft and other property loss.

The facility will not be responsible for items that were damaged or stolen where no facility personnel/employees were responsible for the theft or damage. In the event that there is a discrepancy as to how the theft or damage occurred, the facility will conduct a comprehensive investigation to determine the cause of the loss. At the conclusion of our investigation we will review our findings with the resident and/or resident's responsible party. If the resident is not satisfied with the results of the facilities investigation, the facility will provide the resident with contact information for our local ombudsman's office where the resident will have the opportunity to file a grievance and have the ombudsman advocate on the residents' behalf.

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Resident or Responsible Party

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Date

# Singleton Health Care Center

Revised 12/24/12

## *Families and Volunteers*

Due to a conflict of interest it is the policy of Singleton Health Care Center to refrain from hiring or maintaining any staff person that provides personal care services who is a spouse, parent, stepparent, legal guardian, power of attorney, or authorized rep. of a resident.

All volunteers utilized by the facility will be under the direct supervision of our staff. No Singleton volunteers will be authorized to provide any aspect of Assisted Living services without supervision of our supervisory staff

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Resident or Responsible Party

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Date



# SINGLETON HEALTH CARE CENTER

**Skilled Nursing and Assisted Living**

**1867 East 82<sup>nd</sup> St Cleveland, Oh 44103**

**(216) 231-8467 Phone      (216) 231-1761 Fax**

## **Transportation Policy**

Revised 12/9/13

Singleton Health Care Center utilizes our own ambulance to provide non medical transportation for our Assisted Living residents.

## Overhead Paging Policy

Revised 4/16/12

In order to maximize the comfort of our residents, Singleton Health Care Center will not utilize an overhead paging system. Staff will have the ability to communicate by utilizing the telephone handset speakers by either dialing specific extension, or in the event of an emergency, or large scale announcement, paging all extensions simultaneously by pressing the "page" button on the top right corner of the telephone handset. This page will not be broadcast throughout the facility, but will be broadcast to the individual telephone handsets throughout the building.

Overhead Paging Policy

Revised 4/16/12

I, \_\_\_\_\_ have received a copy of the Overhead Paging Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# SINGLETON HEALTH CARE CENTER

1867 East 82<sup>nd</sup> Street, Cleveland, Ohio 44103  
Phone (216) 231-8467 ~ Fax (216) 231-1761

## Responsibility for Resident Fund Withdrawal Policy

Singleton Health Care Center will be responsible for all resident funds entrusted to its care by maintaining a secure, locked area that is overseen by the administrative staff. If anything were to happen to funds while under Singleton's maintenance, the facility will reimburse the resident for any funds lost.

However, once a resident chooses to withdraw cash from their account and chooses to maintain that money on their person, in their room, or any place other than Singleton's locked area, ***the facility is not responsible for any funds that are missing, lost, stolen, or otherwise.***

Therefore we **strongly recommend** that residents only take out funds for immediate use.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_