

 <p>Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Caring for Health À l'écoute de notre santé</p> <p>POLICY</p>	<p>REGIONAL</p> <p>Applicable to all sites and facilities where the WRHA Programs/Services are delivered.</p>		Level: 1A
	Policy Name: Long Term Care Facilities Resident Social Leave	Policy Number: 110.130.070	Page 1 of 3
	Approval Signature: <i>Original signed by A. Wilgosh</i>	Section: CLINICAL SERVICES	
	Date: March 2014	Supercedes: November 2008	

1.0 **PURPOSE:**

- 1.1 To define the conditions under which Leaves of Absences and extensions will be granted by the WRHA Long Term Care Program in order to support an important factor in the quality of life of Residents.
- 1.2 To promote appropriate use of personal care home (“PCH”) beds.

2.0 **DEFINITIONS:**

- 2.1 Authorized Daily Charge: The daily fee paid by the Resident directly to the PCH.
- 2.2 Care Plan: Assessment of specific aspects of each Resident’s health status, needs, strengths, risks and preferences.
- 2.3 Health Record: Personal health information compiled by individuals authorized to make entries on approved health record forms and maintained by facilities, sites or programs of the WRHA as the official record of health care provided to a Resident. Health Records, including Electronic Records and paper-based health records are the physical property of a facility, site or program of the WRHA.
- 2.4 Interpreter: A person who facilitates spoken language communication between two or more parties who do not share a common language by delivering, as faithfully as possible, the original message from a source into a target language.
- 2.5 Leave of Absence: A period of time when a Resident is absent from the PCH for 1 day or longer.
- 2.6 Long Term Social Leave: A total of up to 21 days leave from the PCH during each fiscal year (April 1- March 31) excluding those taken as Short Term Social Leave as defined below.
- 2.7 Resident: An individual living in a PCH on a permanent basis.
- 2.8 Short Term Social Leave: A period of up to 3 days leave from the PCH at any time during the course of one week (Monday to Sunday).

3.0 **POLICY:**

- 3.1 A Resident of a PCH may request to leave the PCH for various periods of time.
- 3.2 The Resident shall continue to be responsible to pay the Authorized Daily Charge to the PCH during the Leave of Absence.
- 3.3 The PCH may grant Short Term or Long Term Social Leaves. When a Leave of Absence is granted, a Care Plan shall be developed in consultation with the Resident and/or family including the Physician or Nurse Practitioner, and recommended to meet the needs of the Resident during the Leave Of Absence. If there is concern about the Resident's safety, the leave shall not be granted unless the identified risks are resolved. The nurse at the PCH shall document the risks and all discussions with the Resident and/or family in the Health Record.
- 3.4 Extensions of Long Term Social Leaves shall be approved by the Executive Director of the WRHA Long Term Care Program. Requests for extensions of the Long Term Social Leave shall be made one month in advance if the leave is planned outside the province and one week in advance if the leave is within the province. If approval is not granted, the Resident shall be reviewed for potential discharge following the 21st day.

4.0 **PROCEDURE:**

- 4.1 The PCHs health care team shall assess the care and safety needs of the Resident upon request of a Short Term and/or Long Term Social Leave. The team shall provide to the Resident and/or family member the Care Plan information, medications and medical supplies as indicated in the Care Plan.
- 4.2 The medications provided for the Leave of Absence shall be those that are regularly scheduled during the duration of the leave and those "as needed". Medication shall be provided in a quantity deemed appropriate by the health care team based on what the Resident is prescribed. The pharmacy is responsible for making sure the PCH is aware that the multi-dose packaging is not child resistant and that permission from the Resident or family must be documented and kept in the Health Record.
- 4.3 The PCHs health care team shall explain to the Resident and/or family member the care requirements and conditions of the Leave Of Absence. An Interpreter shall be arranged by the PCH, as necessary, to promote understanding during these conversations.
- 4.4 If there are concerns related to the Resident's care and safety, a meeting shall be scheduled with the Resident and family to review the risks related to the Leave Of Absence and strategies shall be developed to address the identified risks. Identified risks, strategies and discussions with the Resident and family shall be documented in the Resident's Health Record.
- 4.5 The PCH social worker or designate shall inform the Resident and/or family of their responsibility to continue to pay the Authorized Daily Charge.

- 4.6 The PCH social worker or designate shall contact the Executive Director of the WRHA Long Term Care Program for approval to extend the Long Term Social Leave prior to the commencement of the leave.
- 4.7 The Resident's Physician or Nurse Practitioner shall be consulted to provide medical clearance for Residents planning a Long Term Social Leave outside the province.

5.0 **REFERENCES:**

- 5.1 10.40.210 Interpreter Services – Language Access
<http://home.wrha.mb.ca/corp/policy/files/10.40.210.pdf>
- 5.2 The Manitoba Pharmaceutical Association Standards of Practice Personal Care Home Long Term Care 2008.

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