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| STAFF SOCIALIZATION WITH RESIDENTS, INCLUDING  SOCIAL NETWORK SITES/HIPAA | | | | NO. 432 | |
| **Policy:**  It is the policy of this facility that the relationship between residents and staff is professional in nature and is focused on meeting the resident’s needs for a therapeutic environment and for interpersonal relationships directed toward the resident achieving an optimal level of health and rehabilitation. It is the caregivers’ responsibility to ensure the privacy of the residents and to ensure that a professional relationship is maintained with the residents and their families. To ensure this happens, Winning Wheels has this Staff Socialization with Residents, Including Social Network Sites/HIPAA policy as well as other privacy and HIPAA policies.  **Procedure:**  Staff is required to consult with their supervisor when they have questions about the appropriateness of their relationship with residents or their families. Staff must notify their supervisor if they have had a relationship with an admitted resident prior to the resident being admitted to our facility. This is especially true if the staff member is related, either by blood or by marriage, to the resident. This information will be used in determining the appropriate boundaries of relationship during the resident’s stay.   1. Socializing while off-duty with residents or their family/guardian while the resident is actively participating in the facility’s programs is prohibited. This socialization crosses the professional boundaries between caregiver and resident. Socialization would include, but is not limited to, the following: 2. Dating a resident; 3. Engaging in sexual activity with resident; 4. Meeting a resident at a bar or any other establishment; 5. Buying or accepting alcoholic drinks for or from a resident; 6. Taking a resident outside of the facility on an outing that is not approved by Administration, the resident’s family and/or guardian. There must be a completed Off Grounds Acknowledgement form on file prior to leaving the facility. 7. Communicating with residents and/or their families, guardians, etc. on social networking sites such as, but not limited to, Facebook, Instagram, Twitter, etc. 8. Contact with a resident and/or their families, guardians, etc. by telephone, texting, meetings, in writing or through the internet.     Example of acceptable off duty interaction with a resident, their families and/or guardians would include:   1. Saying “Hello” or briefly visiting with the resident or their family/guardian when seeing them in public; at no time should the staff member discuss resident care issues or HIPAA protected information with the family or guardian and should direct them back to the facility administration.   **Communicating with or sharing resident or facility specific information via social networking websites or other modes of contact would warrant disciplinary action up to and including termination of employment.** | | | | | |
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| STAFF SOCIALIZATION WITH RESIDENTS, INCLUDING  SOCIAL NETWORK SITES/HIPAA | | | | NO. 432 | |
| 1. Accepting loans, money, or gifts from residents, the resident’s family or guardian or giving loans, money, or gifts to residents, the resident’s family or guardian without supervisor approval is prohibited. Purchasing items from a resident or selling items to a resident is prohibited without Administrative approval. Small gifts or tokens of appreciation from residents or their families/guardian may be acceptable but would require supervisor approval. 2. Attempts by residents or their families/guardian, while under treatment, to set up socialization with a staff member, on or off duty, must be reported to the employee’s supervisor. 3. It is the employee’s responsibility to keep their supervisor informed on contacts and related communication (i.e., telephone, meetings, writing, internet, etc.) with residents and/or their families/guardian which may be, or have the potential to be, therapeutically inappropriate.   DEPARTURE FROM, OR VIOLATION OF, THESE GUIDELINES WILL RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.  I have read, understand, and agree to follow the Staff Socialization with Residents, Including Social Networking Sites policy stated above. I understand that I am not to communicate with the residents, their family members or guardians that would violate tenants of this policy.  I also understand and agree to not disclose facility or HIPAA protected information on social networking websites and to report contact made by residents or their families/guardian that would violate this policy. The facility or HIPAA protected information includes, but is not limited to, resident or facility specific information and is especially true of that information that would be considered abusive, libelous or pornographic.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Name Printed Signature Date | | | | | |
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