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|  REVIEW, DISCIPLINE & MONITORING OF EMPLOYEE SUSPECTED OF ABUSE, NEGLECT OR MISTREATMENT  | NO.  |
| PURPOSE:The facility will conduct a comprehensive review of any employee suspected of abuse, neglect or mistreatment of residents and will implement disciplinary action according to company policy.PROCEDURE:1. EMPLOYEE REVIEW:

Pull the personnel file for all implicated staff and witnesses and review the following:* Appropriate licensure or certification, (for C.N.A.’s verification from registry, for licensed staff verification from licensing board.);
* Abuse registry check;
* Criminal background check (if required by state regulations);
* Minimum of 2 references
* Orientation checklist; specific to resident abuse, neglect, mistreatment;
* Any work related performance issues, disciplinary action;
* Annual performance review;
* Copy of all in-services attended by the employee. Ensure that the following mandatory training was completed: abuse, right to know, resident rights, infection control, fire safety;
1. EMPLOYEE DISCIPLINE:
2. The employee suspected must be suspended as soon as the incident is reported pending outcome of the investigation. They are not to be on the facility grounds unless attended by the DON or Administrator.
3. After the investigation is completed, the appropriate disciplinary action, if any, is taken. Counseling regarding abuse and neglect must occur at the time of disciplinary action. If upon completion of the investigation, the incident is unsubstantiated with inconclusive results, the following protocol will be implemented for thirty days;
* In-service determined by the nature of the incident;
* If the employee is on an alternate shift, the employee will work the day shift or an administrative designee will be assigned to the employee’s shift as a preceptor;
* Weekly monitoring report by the administrative designee will be given to the Administrator or DON. A copy of this report will be maintained with the investigation summary and in the employee’s personnel file.
* The residents who are being cared for by the employee will be interviewed regularly using general questions and all findings will be documented. A copy of this report will be maintained with the Investigation summary.
1. Employees who fail to report witnessed abuse or suspicions of abuse in a timely manner will be disciplined, up to and including discharge.
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| Approved: | Effective Date: | Revision Date: | Change No.: | Page: 1 of 1 |