

PATHWAYS ABILITIES SOCIETY

PROCEDURE: SUPPORT PROTOCOLS

Applies to: All Personnel, Persons Served, Families, Advocates and Caregivers

Effective/Revision Date:

December 10, 2007

March 12, 2008

September 12, 2011

December 20, 2012

December 7, 2015

May 13, 2019

1. The entrance and annual Individual Service Plan (ISP) process identifies if a person requires a protocol(s) or if they already have protocol(s) in place.
2. Individuals beginning service provide the Community Placement Developer (CPD) with any protocol(s) they have in place.
3. If during the entrance process it is determined protocols need to be developed based on health or behavioral needs, the CPD informs the LPN or designate.
4. Depending on the type of protocol the LPN or designate may:
 - Give the individual or the individual's support network a Pathways' protocol form to take to the appropriate health professional to complete.
 - Request a referral from Health Services for Community Living so that the appropriate health professional can develop an appropriate protocol.
 - If behavioral support is required, request a referral from CLBC for behavioral support services.
 - If it is within the scope of practice of the LPN or designate, design the appropriate protocol with input from the individual and the individual's family.
5. The CPD uploads the protocol(s) to the individual's ShareVision site and files the protocol in the appropriate section of the person's binder.
6. The area supervisor, manager, LPN or designate orientates all appropriate staff to the protocol(s) and ensures they have a comprehensive understanding of what is required. They track the orientation and subsequent reviews in the Protocol Review Log in ShareVision.
7. Staff know and apply each person's protocol as specified.
8. Staff reports the protocol's application as outlined in the protocol.
9. Protocols are reviewed at individual's annual ISP. If a protocol changes or is updated prior to the ISP, the person and/or their family or caregiver are required to provide Pathways with a copy.

10. The LPN or designate in conjunction with the area supervisor and CPD ensures the protocol(s) is current, uploaded to ShareVision, is maintained in the appropriate section of the binder and is being applied correctly.