



A not for profit company

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Effective Date:	January 15, 2015	Replaces:	January 1, 2014

SECTION:	PERSONNEL
TOPIC:	MEDICAL TREATMENT PLANS

Intent: To maintain a high standard of implementation of medical treatment plans.
 To ensure that all employees working in client services areas are oriented and trained regarding client treatment plans.

A medical professional (e.g. physician, neurologist, dietician, occupational therapist etc.) may prescribe a Treatment Plan to address a specific medical concern. It is the Agency’s preference that the medical professional will develop the treatment plan and provide the training to the Agency staff. If not, then a request for the development of a Treatment Plan will be initiated by the Service Area Supervisor, Coordinator/Director. These treatment plans will be reviewed by the agency Nurse (RN), then authorized by the Executive Director and agreed to by the medical professional, the individual/guardian and funder as applicable.

Medication administration routes that are **not** covered in Agency Medication Administration Course are:

- Injections
- Nebulizers
- Rectal medication
- Vaginal medication
- Administration of Enteric (tube feeds)

Administration of any medications via these routes will require a treatment plan. Any treatment plan developed by the agency RN will be authorized by the Executive Director and approved by the prescribing medical professional, and agreed to by the individual/guardian and funder (as applicable)

Additionally Medical Treatment Plans are needed for any of the following (but not limited to):

- Seizure Protocols
- Range of Motion Exercises
- Epsom salt soaks
- Administration of suppositories
- Participation in exercise programs
- Catheter changing and care
- Ostomy bag changing and care
- Repositioning in bed to prevent pressure sores



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- Skin integrity assessment
- Glucose testing
- Insulin administration

Treatment plans will be reviewed annually (or more often as required) by the medical professional prescriber or the Agency’s Registered Nurse or other qualified professional.

PRIOR TO THE ADMINISTRATION OF ANY TREATMENT PLAN:

An Orientation and Practicum for the direct support worker must be completed by a qualified medical professional or the agency RN. The written medial treatment plan will identify which professional can provide the Orientation and Practicum training.

If the employee’s original assignment changes or if the client’s medical needs change significantly, if new clients are introduced or the employee returns from an LOA exceeding 3 months, the employee must complete a Medical Treatment Plan Orientation and Practicum. **Medical Treatment Plan Orientations and Practicum must be completed annually with the Employee Evaluation.**

Reference: Medical Process
Policy 2100 Medication Administration
Administration Procedures for Agency Medication Course Completion
Service Area Specific Orientation