

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**  
**General Health Care**

**Chapter:**

**Effective Date:**  
7/1/1992

**Revision Date:**  
11/25/2008

**Policy Number:**

**Executive Director**

## SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

## INTRODUCTION:

1. Health is an active state of fulfilling one's physical and emotional needs. Proper mental and physical health enables a person to function productively within his or her environment.
2. The goal of health care services is to enable each person to experience the best possible health given his or her unique situation. Your role in the home is to help residents enjoy good health and live in as normal a manner as possible. During your orientation and on-the-job training you will be provided with the information necessary for understanding the medical aspects of residential care and the needs of each resident.
3. It is your responsibility to demonstrate and encourage good hygiene practices and to pay special attention to proper nutrition, exercise, and rest in an effort to assist residents in maintaining good physical and emotional health. At Keystone, we have developed procedures to ensure that all residents receive good health care services. Health care check-ups are done weekly with each resident. Physical exams and vision and hearing screening are conducted annually. Dental exams are scheduled semi-annually. Specialized medical services are scheduled through referrals by the primary physician. A file, including a lifetime medical history, illness and injury records and medication record is compiled for continual review for each resident. A licensed nurse is assigned to each individual and is responsible for coordinating and monitoring the health care services for that person. The nurse is also responsible for providing important information to staff and is an important member of the interdisciplinary team.

## DISCUSSION: