

ETHICAL CONDUCT OF WORKER IN THE HOME OR FACILITY

- No cell phone use while caring for the patient.
- No cell phone use while in the automobile driving.
- Do not accept gifts or money from clients and or family. This is to protect you and Southern Healthcare.
- Do not borrow money or property from client and or family.
- Report any injuries immediately.
- Be on time, if you see that you are going to be late, call as soon as possible and let SHA and the client know.
- If you are going to be absent let SHA and client know immediately. This will allow us to replace you as soon as possible.
- Do not allow the client to pay for your food.
- Do not disrespect patient and or family. Talk in a pleasant voice, say yes sir/no sir and yes mam/no mam.
- Make sure patient is clean and comfortable.
- Respect client's and family's wishes.
- Wash hands before and after care.
- Document everything you do for the client. If you didn't chart it, you didn't do it.
- Get the client or the family to sign your forms showing you were there that day (daily).
- Never leave the client alone. Always have your eyes on them. Try your best not to let them fall. Remain within close reach to the client standing or walking.
- Never leave your shift, until replacement comes if patient requires 24 hour care.
- Sexual (or other inappropriate) contact is prohibited with client and or family members.
- Entering into business transactions or arrangements is prohibited.
- Physical, mental, or emotional abuse is prohibited.
- Theft, embezzlement, fraud, or other actions involving deception or deceit, or the commission of acts constituting a violation of laws regarding vulnerable adults, violent crimes or moral turpitude, whether or not the direct service worker is criminally prosecuted and whether or not directed at individuals or the individual's families is prohibited.
- Exploitation is prohibited.
- Failure to maintain proper professional and emotional boundaries is prohibited.

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- Aiding, encouraging or inciting performance of illegal or immoral acts is prohibited.
- Breach of and/or misuse of confidential information is prohibited.
- Failure to report knowledge of unethical or immoral conduct or giving false statements during inquiries into such conduct is prohibited.

SUICIDE PRECAUTIONS

On different occasions, facilities request private duty care for suicide precautions. Normally the facility request this for patients who have threatened to commit suicide. Patients falling into this category are usually suffering from severe depression or addiction.

Our primary duties in taking care of these patients are:

1. Never leave the patient alone. Under no circumstances should the patient be out of sight.
2. Use the call light to inform the nursing station for assistance should the patient try to become self-abusive.
3. Never leave the shift until a replacement arrives.

This type of request (for suicide precaution) is to be treated with the utmost care. Our staffing coordinators are available 24 hours a day for any questions that might arise.

I have read the Ethical Conduct and Guidelines of Home Care Workers. I understand the Ethical Conduct and Guidelines and I will abide by them at all times. Failure to follow the Ethical Conduct and Guidelines will result in disciplinary action.

Employee Name/Date: _____

Employee Signature: _____

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