

Changes to Spectrum policies and procedures (2019)

Policy 01.3 – Records Management – NEW

- new policy on the collection, storage and retention of confidential documents and timeframes for documentation.

Policy 25.2 – End of Life – NEW

- new policy on end of life planning and emergency procedure for responding to the death of an individual.

Policy 33 – Medications

- added clause on maintenance of adequate supply of medication.
- removed reference to Long Term Care guidelines and Medication Administration Manual.
- added clause on handling medications requiring refrigeration.
- added clause on handling medication requiring protection from light.
- added clause on disposing of blister packs.
- expanded clause on PRN medications to include documentation of the benefit (or lack thereof) to the individual and that PRN medications require a prescription.

Policy 41 – Violent or Threatening Situations

- added clause on individuals who are known to become violent or threatening having a documented risk management plan and supervisor's responsibility for ensuring staff are trained on any behaviour support strategies.

Personnel Policy 04 – Requirements for Employment

- added clause on fingerprinting and drug testing (not routinely required).
- added clause on new CLBC privacy training requirement.

Personnel Policy 09 – Health and Welfare Benefits

- updated with new benefits provider and coverage.

Personnel Policy 10 – Employee Safety

- added clause on reporting any workplace injury to the supervisor or HR immediately, and advising employees to consult with their doctor for assessment of their injury and treatment recommendations.

Personnel Policy 14 – Staff Accompanying Individuals on Vacation

- added clause on travelling outside of BC, referencing CLBC policy. Includes approval by the Executive Director for out of province travel, maximum timeframe (30 days), requirement for emergency planning and requirement for obtaining out of province medical coverage.