

## Annual Review of Policies and Procedures

- June 2006 - Generate list of policies / procedures to be revised
- July-August 2006 - Make necessary revisions
- September 2006 - Review revised policies / procedures with policy committee and Board
- November 2006 - Distribute 2006 policy manuals

### **SECTION I: Information for New Employees, Volunteers and Sub-Contractors**

- Edit second paragraph – “achieved CARF accreditation...”
- Job Postings – edit to say “apply to person identified on the posting” – not to Judy
- change “Anne Maria” references to “H/R”
- review of driver’s abstract – new condition of employment for employees who will be required to drive

### **SECTION II: Policies and Procedures Manual**

- Policies #5 and 6      Working with Families and Facilitating Friendships
- add a clause about visitors – eg. “beyond this policy, program-specific guidelines will be developed as necessary to balance the needs of families/friends and the needs of the person(s) served”
- Policy #13              Personal Funds
- add a clause about trust funds – to be segregated in separate accounts
  - Coordinator / Manager not affiliated with the program to monitor in-house accounting of personal funds
- Policy #18              Spectrum Vehicles
- fire extinguishers and cell phones to be available in each Society-owned vehicle
  - employee liability for accidents in Society-owned vehicles
- Policy #23              Health and Safety Policy
- (h) Health & Safety self-inspections (semi-annual checklists) – to be completed on different shifts
- Policy #25              Critical Incident Reporting
- edit “medication error” on list of incident types (new CLBC form does not define reportable / non-reportable medication errors)
  - consider replacing the form we currently use for documenting non-reportable med errors (old MCFD CIR form) with our own in-house form that defines reportable vs. non-reportable errors, and has space for follow-up (eg. was the pharmacist called if a med was missed?).
- Policy #33              Medications Policy
- add a clause about annual in-house review of medications by pharmacist or nurse

Code of Conduct (or “Employee Conduct” section of Personnel Manual)

- add section about personal relationships between employees

Health & Safety Policies

- change “Workers Compensation Board” references to “WorkSafe BC”
- update emergency response contacts as needed

Privacy Signoff Form

- edit form for individuals receiving service to include an expiry date / consider adding photo release to the form

Semi-Annual Health and Safety Report (Appendix E)

- add section to document follow-up to the External Health and Safety Inspection (Community Housing only)

Emergency Drills Record (Appendix F)

- add column for “follow-up” of any issues arising from the evacuation

**SECTION III: Personnel Policy Manual**

Policy #4 Requirements for Employment

- (d) - add driver’s abstract for employees who will be required to drive (reviewed annually)

Policy #8 Payment of Wages

- (c) - update wage scale

Policy #9 Health and Welfare Benefits

- add clause about retirees accessing health and dental benefits

Policy #10 Safety

- outline the new Health & Safety committee process

Policy #17 Annual Vacations

- edit chart to show number of hours worked (like wage grid) – not just years of service

Job descriptions and evaluation format (Appendix A & B)

- we were waiting for feedback from CARF before doing a comprehensive review of job descriptions and evaluations
- CARF had no recommendations on our job descriptions or evaluation format
- next steps? Committee to review job descriptions and evaluations? Status quo for another year?