Leamington Mennonite Home
Long Term Care

POLICY AND PROCEDURE

CATEGORY:	**SUBJECT:**	**SECTION:**
Resident Care	**Resident Appointments**	**R**
		POLICY:
		5
DATE:	**Administrator:**	
September 2004		
REVISION DATE:	**Director of Care:**	

RESIDENT APPOINTMENTS

POLICY:

To provide a consistent approach to caring for residents when they must go out of the Home for tests, consultations, etc.

PROCEDURE:

- Appointments are arranged by the Ward Clerk or others as designated. If families are transporting to the appointments, where possible, it will be arranged for their convenience as well. The resident representative will be notified as soon as possible of the time and date and if any payment is required.

- When a resident must go for an appointment outside of the Home, resident representatives are encouraged to take them whenever possible. If the Handi-Transit bus, ambulance, or taxi is necessary for transportation, it will be arranged by the Ward Clerk or others as designated.

- It is important that the resident is accompanied by someone familiar to them to provide for personal care needs, act as an interpreter, etc. If no family or friend is available, efforts will be made to find a volunteer to accompany the resident.

- For out-of-town appointments the resident representative, family or friends should accompany the resident. Transportation arrangements will be made, where possible, with the Handi-Transit bus or ambulance. For some appointments, the disability bus and/or ambulance may not be available and resident representative may need to arrange transportation.

- The appointment will be noted in the resident's chart and in the appointment book so the necessary papers and medications can be prepared in advance.