

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Staff Accountability & Professionalism	SECTION: S POLICY: 5
DATE: September 2010 REVISION DATE: October 2014	Administrator's Signature: _____	

STAFF ACCOUNTABILITY & PROFESSIONALISM

POLICY:

The Leamington Mennonite Home exists to provide resident-centred care in a faith-centred environment that supports collaboration and mutual respect among residents, their families and friends, staff, volunteers, the community and government organizations.

Our Home pursues a Home-wide commitment to preserving and promoting quality resident life, responsive to each resident's needs, values and beliefs, in a safe, comfortable, home-like environment.

Each staff member, as part of a multi-disciplinary team, is integral to the quality service and care provided for each resident. As such, every staff member is held accountable for their duties and responsibilities, their interactions and care at the Leamington Mennonite Home.

PROCEDURE:

- Every staff member shall exercise courtesy, respect, compassion, and helpfulness at the Leamington Mennonite Home.
- All staff shall complete the Job Description and accompanying routines outlined by the Home.
- All staff members shall complete the documentation, duty sheets, and audits associated with their Job Description.
- All staff shall immediately report any resident, staff, equipment, and/or workplace difficulty to their immediate supervisor, in particular those difficulties which disallows staff from completing any expected job duties and responsibilities.
- All staff have an obligation to report when staff have failed to complete essential duties and responsibilities, or failed to follow essential routines, guidelines and documentation as outlined by the Home. No person at the Home shall retaliate or seek reprisals as a result of such reporting, consistent with Section 26: Whistle Blower Protection outlined in the Long Term Care Homes Act.
- Any staff not completing their duties, routines, documentation, and resident care protocols consistent with Leamington Mennonite Home Policies & Procedures and the Long Term Care Act is liable to Ministry of Health fines and charges as well as progressive discipline

through the LMH – UNIFOR Collective Agreement.