

ATTENTION: _____

RE: PERSONAL ASSISTANCE GUIDELINES FOR: **DELEGATED ENDOCRINE TASKS**

Was the 'Decision to Delegate' tool used to determine if it is safe and suitable to delegate this task? Yes No

Is this Delegated Task a:	<input type="checkbox"/> New Task	<input type="checkbox"/> Change to Task	<input type="checkbox"/> Review
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PARIS ID: _____

Client: _____ Phone #: _____ Physician: _____ Phone #: _____

Client is able to direct own care? Yes No

Family or Client's Key Caregiver: _____ Relationship to Client: _____

Phone #: _____

This is to confirm home support has agreed to accept the task of:	<input type="checkbox"/> Diabetic Management
<input type="checkbox"/> Other	_____

VCH Community staff will continue to monitor the client's condition. They should be contacted as soon as possible by Home Support staff if there are any concerns about the task(s) or a change in client's condition.

VCH Community Contact:

Name: _____ Phone: _____ Date: _____

Title: _____

TASK GUIDELINES:

The Unregulated Care Provider is to:
1.
2.
3.
4.
Additional Information:

TASK COMPETENCY: (Complete if applicable)

Persons Trained:	Name	Date	Competence Demonstrated (Y/N)
Agency Supervisor:			
Unregulated Care Provider(s):			

REFER TO THE DETAILED: (√ All that apply)

- Written Instructions
- Diagrams
- Photographs
- Other

This is not a task that can be transferred to another UCP or client. If one of the above UCP's leaves or there is a change in the client's status it is the responsibility of the agency supervisor to contact the delegating HCP.

The referring HCP is available for ongoing consultation and /or teaching. The client's Home Care file will remain active in order to provide monitoring service for the above delegation. Community staff should be contacted as soon as possible if there are any concerns about the task(s) or a change in client's condition.

PAG AFTER HOURS BACK-UP PLAN

When the trained Unregulated Care Provider is not able to complete the task contact the home support Supervisor or the home support on call Supervisor;

Then Either: (X 1 option)

- The client family/contact will be required to do the task

*Designated Back-up contact: Name: _____ Phone: _____; **or***

- Refer to Care Plan (***Include Detailed PAG After Hours Back-up Plan***); **or**

- Other _____

Copied to: Client HCN PT OT CM Physician