



FACILITY GUIDELINES

Dated November 2016

THE FOLLOWING RULES AND REGULATIONS APPLY TO BAYSIDE VILLAGE RESIDENTS, FAMILIES AND GUESTS

VISITING HOURS:

We do not adhere to any strict schedule with visiting hours. Residents may deny or receive visitors of their choice anytime during the day or evening hours as long as it does not interfere with their treatment and the privacy of other residents. If you plan to visit after 11:00 p.m., please call prior to visit. All automatic doors are turned off at 11:00p.m.

RESIDENT TELEPHONE CALLS:

Quiet hours are from 10:00p.m. to 7:00a.m. If you wish to speak to a resident or to a supervisor about a resident's condition, the nurse's station number is (906) 524-6745. Residents have access to a cordless phone which may be taken to the resident's room, or chapel for privacy. The resident's cordless phone number is (906) 524-7515. Telephones for resident use are also available in the conference room when not in use. When requested, staff will provide for privacy.

Cost of long distance telephone calls is the responsibility of the resident or party being called.

Hearing Impaired: Residents who have hearing difficulties may use headphones with the cordless phone.

RESIDENT HAIR CARE:

Residents have their hair washed weekly by the staff. If you wish further treatment such as coloring, permanents, cut or wash and sets, we have a licensed hairdresser who visits Bayside to provide these services upon request. The hairdresser price list is attached.

NON-MEDICAL TRANSPORTATION SERVICES:

Appointments for transportation are made through the Social Worker, at (906) 524-3562. The resident or responsible party is responsible for the payment of transportation given by the facility. Non-medical transportation is available

pending the availability of staff and number of medical appointments on any given day. Please give as much notice as possible.

Driver	\$15.00 per trip
Driver with CNA	\$20.00 per trip

Trips to locations outside L'Anse and Baraga Village limits will be charged by the hour based on prevailing wage rates.

RESIDENT LAUNDRY SERVICE:

The resident, the resident's family or other designated responsible representative needs to mark the resident's name on clothing with a permanent marking pen or iron on labels. Marking of resident clothing is extremely important upon the resident's arrival or when the resident receives gifts of clothing through the year. We ask that you help keep the closets neat by taking home out-of-season clothing and unused items.

TRUST FUND ACCOUNT:

Families may open a Trust Fund account through our office. This service is provided so that our residents have access to money when they may need something. We discourage residents leaving money in their rooms, as we cannot safeguard against theft. A resident or responsible party will be assisted in opening an account by signing appropriate forms with the Social Worker. A resident may take money out of their account at any time.

RESIDENT OUTINGS:

Residents are encouraged to enjoy home visits for a day, overnight or weekends whenever possible. The courtesy of a brief advanced notice will be appreciated so that the resident is ready and medications are prepared when you arrive. Release of responsibility form must be signed by the person taking the resident out. When Medicare is paying for the resident's stay, an overnight outing is not permitted. Medicare will not continue to pay if the resident is going on overnight outings.

FRONT YARD AND PATIOS:

We encourage the use of the front yard and patios by our residents and their families during nice weather. We ask that residents not be left alone when family members and visitor leave the front yard and patio area.

ACTIVITY PROGRAM:

Two (2) full time activities staff are on duty each day and there are many scheduled events. They work not only with groups of residents but on an individual basis to find something everyone is interested in doing. When family is visiting the resident, check our activity calendar to see what you might like to join in on, as we encourage family activity with us. Family members may like to join our volunteer program.

RESIDENT PHOTOGRAPHS:

With permission, all residents will have their photographs taken upon admission to this facility. These photographs will be used for resident identification for medication dispensing and in the event of an emergency (i.e., wandering resident, facility disaster).

HOME FURNITURE:

Residents are encouraged to bring with them a few familiar articles to increase the "at home" feeling. These might include a favorite quilt or spread, blankets, pillows, small night stand, rocker or easy chair, lamp, tables, wall hanging, T.V. and radio, as space and safety consideration allows. When these items are brought into the facility, please check with a nurse so that items are recorded on a personal inventory sheet. Electrical items must be checked and marked by maintenance when brought in. Maintenance is to put up any wall hangings to prevent large nail holes, etc. in walls. Individual refrigerators are not allowed in resident rooms. Any personal perishable food items may be marked and stored in the resident refrigerator in the Coffee Shop.

SMOKING:

Bayside Village is a smoke free facility. There will be no smoking on facility property.

FOOD AND BEVERAGES:

Food and beverage items brought into the facility must be brought to a nurse's attention before taking it to the resident. Many people are on special diets and require monitoring of their intake. It is also important that the food be handled properly. Only one serving of foods should be brought in at one time to ensure freshness. Use sealed containers if they are kept in the resident's room, otherwise they can attract insects. Perishable items can be placed in the resident refrigerator in the Coffee Shop. Label with the resident's name and date the package.

CELEBRATION MEALS:

Two family members for each resident are invited to attend, upon request, a celebration meal for special occasions such as Thanksgiving, Christmas, New Years, Wedding Anniversary, Birthday, Easter and other spiritual holidays. Meal time is 12:00 p.m. to 1:00 p.m. For reservations call our Dietary Manager at 524-3569 between 8:00 a.m. and 4:00 p.m.

ROOM CHANGES:

The nursing personnel have the right to request resident room changes based on our residents needs. Residents may refuse if it is solely for the convenience of staff. Resident and family members will be notified in writing prior to a room change.

CONDUCT OF RESIDENTS:

We expect our residents and families to treat our staff members in the same manner they wish to be treated, with dignity and respect.

FLU SHOTS:

All residents at this facility unless otherwise contraindicated, will be offered influenza virus vaccine each year. The virus strains used will be those recommended by the U.S. Public Health Service. Permission will be obtained from those residents wishing to be vaccinated and/or from their responsible parties. The vaccines will be administered only upon a written order from the physician. The vaccine will be administered during the time period recommended by the Department of Public Health.

HOLDING A BED:

In the event a resident must be hospitalized, the facility will hold the bed according to its bed hold policy. You should have received a copy of this during the admission process.

LAB WORK:

Virtually all of our laboratory and radiology work is done by Baraga County Memorial Hospital. Resident or responsible party must sign an authorization form for Medicare. All lab work is ordered by a physician.

PHARMACY:

Virtually all medications for the residents of this facility are presently handled primarily through L'Anse Health Mart. Shopko and Baraga County Memorial Hospital may be used upon request and in limited circumstance.

CARE PLAN CONFERENCES:

Care Conferences are a brief (10-15 minute) conference to discuss each resident's plan of care. Prior to the conference, the interdisciplinary team (Nursing, CNAs, Dietary, Social Services and Activities) establishes or reviews the programs, goals and approaches addressed on the care plan. During the conference, the Social Worker and MDS Coordinator meet with the resident and/or their guardian or family member to review and discuss the same.

An initial care plan is completed within 48 hours after the resident is admitted. The resident care plan is reviewed every 90 days thereafter. Residents will be notified two to three days prior to the conference. Residents may invite any friend or family member to accompany them to the conference, if they wish.

RESTRAINTS:

Bayside Village is a restraint free facility. This includes personal and bedside alarms.