**Purpose & Use Guidelines:**

Residents will be provided with assistance in the usage of their assistive devices as determined by their health assessment and by the request of the resident. Staff will assure that all assistive devices are in working order and/or appropriate for the resident.

The purpose of this sample policy and procedure is to provide guidance to the usage of assistive devices; the assisted living facility responsibilities to the residents and the staff; and the staff responsibilities to residents. These policies and procedures are developed to assist the assisted living facility in developing its own policies and procedures. This sample policy and procedure addresses the minimum requirements of Florida Law as of August 16, 2021.

## Various Types of Assistive Devices



| **Policy Title: Assistive Devices Policy and Procedures: Definitions****Effective Date:** **Approved By:** **(Facility Representative)** | Adoption Date: |
| --- | --- |

**Definitions:**

**Assistive Device** - means any device designed or adapted to help a resident perform an action, a task, an activity of daily living, or a transfer; prevent a fall; or recover from a fall. The term does not include a total body lift or a motorized sit-to-stand lift, with the exception of a chair lift or recliner lift that a resident is able to operate independently.

**Direct Care Staff** - means Staff in Regular Contact or Staff in Direct Contact with residents who provide personal or nursing services to residents, including administrators and managers providing such services.

**Incidental Contact –** means all staff who neither provide direct care nor are in regular contact with such residents.

**Resident** - means a person 18 years of age or older, residing in and receiving care from a facility.

**Staff** - means any individual employed by a facility, contracting with a facility to provide direct or indirect services to residents, or employed by a firm under contract with a facility to provide direct or indirect services to residents when present in the facility. The term includes volunteers performing any service that counts toward meeting any staffing requirement of this rule chapter.

## Assistive Devices Guidance:

Residents residing in assisted living facilities will normally depend on, but not limited to wheelchairs, walkers, rollators, medical alert bracelets or necklaces, walking canes, shower or bathtub chairs, or standard assist handle tray. Whatever the device, the administrator and staff may use this sample policy and procedure as a tool to further finalize their facility’s assistive device policy and procedure.

## Trainings:

Direct care staff will receive training on assistive devices care and maintenance for each device used in the facility. This training must be completed prior to the staff providing care to the resident. The staff training will include, but not limited to:

1. How the facility communicates the type of devices used to the direct care staff.
2. Proper use of the assistive devices for residents.
3. Checking the assistive devices for the following:
	1. Making sure the wheelchairs lock handles are working properly.
	2. Making sure the foot pedals are stable and secure.
	3. Checking the ends of walking canes to make sure the rubber is still in tack; or the ends are not worn to unevenness.
	4. Making sure there are no loose screws on the walkers or wheelchairs.
	5. Making sure the shower-chair or bathtub-chair is securely in place
	6. Making sure the seat covers and seats on the Rollators are tightly screwed in place.
	7. Making sure the brake handles are working (to lock and unlock) on the Rollators.
4. The facility staff must follow its infection control procedures on all assistive devices.
5. The facility staff must follow its procedures for recommending assistive devices repairs and/or replacement.
6. Other- training appropriate for any assistive device that is not listed will be provided accordingly.

***These trainings may be provided by the administrator or the administrator’s designee***. ***The administrator or the administrator’s designee must issue each staff a certificate of the training per the requirements in Chapter 59A-35.011 (12) Florida Administrative Code.***

## Staff Responsibilities:

* The administrator or the administrator’s designee must assure that all incidental staff is provided with the definition of an assistive device;
* The administrator or the administrator’s designee must explain to all staff that they must report any suspicion of assistive devices potentials of malfunctioning or if they are malfunctioning or if they are broken.
* Upon a resident’s move-in to the community or the implementation of a new assistive device, it will be recorded in the resident’s records under belongings, and if applicable noted in his/her care plan.
* New assistive devices for a resident may accompany a therapy order for proper use from the physician. At that the time the therapist will be required to provide education to the

resident and direct care staff on the proper use of the assistive device with the resident.

* The administrator or the administrator's designee must maintain a current list of all assistive devices used in the facility. The document must include the name of the resident and the assistive device that resident is using.
* The direct care staff must make sure assistive devices are clean, in good repair and free of any hazards.
* The direct care staff must encourage residents to function independently with their assistive devices.
* The direct care staff must clean and disinfect reusable medical equipment and communal assistive devices that have been designated for multiple residents before and after each use according to the manufacturer's directions.

## Reporting Requirements and Action To Be Taken:

All staff must report malfunctioning assistive devices, broken assistive devices or suspicion of non-working devices to the administrator or the administrator’s designee.

Once reported, the administrator or the administrator’s designee will:

* Verify and remove the broken assisted device immediately.
* Identify if the assistive device was provided by a Hospice provider. If so, the administrator or the administrator’s designee will contact the Hospice provider for a loner or replacement assistive device.
* Notify the physician and durable medical equipment (DME) provider for a service call to replace the assistive device or provide a loner until repairs can be completed.
* Notify staff so that services are provided timely and safely during the period of time of the repair/replacement.
* Document all actions taken in the resident records and notify the responsible party or parties.
* Return the repaired or replacement assistive device to the resident.

# ASSISTIVE DEVICE LOG

RESIDENT NAME: \_ FACILITY NAME: \_

| ASSISTIVE DEVICE DATE OF IMPLEMENTATION | TYPE OF ASSISTIVE DEVICE | ASSISTIVE DEVICE USED FOR | DATE DISCONTINUED | REASON DISCONTINUED |
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