

APPENDIX 1

ROLE OF A PRIVATE COMPANION

At Baycrest all patients/residents (“Clients”) have a plan of care (“Care Plan”) that uses an “abilities” approach in order to maximize the highest level of independence of the Client. With the permission of the Client, relevant parts of the Client’s Care Plan, that is, personal care requirements and any other relevant information pertinent to the health and well-being of the Client, shall be disclosed by the Client’s primary care giver to the individual who is hired privately (the “Private Companion”); and, as well, Baycrest staff shall from time to time disclose information regarding the Client’s condition to the Private Companion. Also, with the permission of the Client, the Private Companion shall provide any new information regarding the Client’s condition to the appropriate Baycrest staff and members of the Client’s family. The Private Companion will hold all information about the Client’s condition in strict confidence and shall not disclose this information to anyone other than the appropriate Baycrest staff, the Client, and members of the Client’s family. The care provided by the Private Companion must comply with and support measures for infection control. In addition this care must reflect the Client’s Care Plan and may include any of the following duties. The person hiring the Private Companion (the “Hirer”) shall determine the specific duties to be provided by the Companion.

Please note: Private Companions may only perform roles outlined in this role list. Families/hirers/companions with questions related to performing other roles must contact the nurse.

Grooming and Activities of Daily Living

- Bathing – Sponge Baths
- Bathing – Total Bed Baths
- Bathing – Showers
- Bathing – Tub Baths (Using the tub for bathing must be done under the supervision of a Baycrest employee)
- Shaving
- Basic mouth care – wiping food or liquids including saliva from the outside of a patient’s mouth using a tissue or a face cloth; brushing a client’s teeth using a regular tooth brush and toothpaste; remove and clean dentures; remove food if a patient is able to spit out food or debris. Families/hirers with questions related to advanced mouth care must contact the nurse.
- Dressing and undressing
- Simple manicures
- Hair combing
- Make-up application
- Assisting with the use and care of adaptive aids/prosthesis

Ambulation and Mobility

- Transferring from chair to chair with Baycrest staff assistance if necessary*
- Transferring from bed to chair / chair to bed with Baycrest staff assistance if necessary*
- Assisting with exercise or walking programs as recommended

- **Please note: Private Companions are not permitted to use or assist in using the mechanical lift.**

Nutrition

- Assisting with food choices
- Non-feeding assistance with meals and /or snacks as required, e.g., placing food and beverage selections in a manner that enhances the meal experience and cutting food
- Feeding assistance with food and beverages at meals and/or snacks as taught and required

Toileting

- Assisting the Client to the toilet upon request or as outlined in the Client's Care Plan
- Assisting in the changing of incontinence briefs/pads
- Changing incontinence briefs/pads
- Reporting bowel movements or changes in elimination pattern to the assigned RN/RPN/HCA

Physical Environment

- Coordinating personal laundry, i.e., doing the laundry and/or monitoring it as instructed by the Hirer and/or family
- Tidying room, drawers, and cupboards
- Bed making
- Reporting any cleaning and maintenance needs or safety problems to staff

Support and Comfort

- Positioning in bed or chair to promote comfort
- Checking that any tubes, such as Foley Catheter and Feeding Tube, are free of kinks
- Providing emotional support where appropriate when the Client is having a procedure or intervention performed
- Providing assistance when medications are administered. In some cases it may be in the best interest of the Client for the Private Companion to actually give the Client the medication. This Can ONLY occur under the direct supervision and observation of a Baycrest RN/RPN.

Social and Recreation

- Accompanying the Client to social and/or recreational activities of choice and other activities as outlined in the Client Care Plan
- Supporting the Client to participate in recreational opportunities as independently as possible
- Participating with the Client in social/recreational events, under the direction of staff or volunteer leaders
- Assisting the Client in the engagement of independent leisure and other activities as recommended by the team
- Interacting in meaningful conversation as directed by the Client

Appointments

- Accompanying the Client to and from appointments where appropriate and when requested by the Hirer and/or family

APPENDIX 2

PROHIBITED

ROLES

Listed below are examples of roles that Private Companions are not permitted to do at Baycrest. This is not an exhaustive list.

In general the expectation is that if the action requires assessment and/or evaluation, Private Companions are not to touch or do the procedure. Roles that Private Companions may not perform include but are not limited to:

- **Feeding tubes and feeding pumps:** Private Companions are not to deal with them.
Specifically:
 - They should not pour nutrients into the bag, deal with the tubing or the site.
 - They should not flush the tubing using either mechanical means or the flush button on the feeding pump.
 - They should not silence alarms on the pumps; they should inform staff that an alarm is sounding.
 - If they are off the unit and the alarm sounds, they should return to the unit with the patient to have nursing deal with it.
- **Dressings:** Private Companions are not to touch dressings. If a dressing is not in place, Private Companions should alert the nurse caring for the patient.
- **Suctioning:** Private Companions are not permitted to suction.
- **Tracheal tubes “Traches”** (breathing tube): Private Companions are not to touch the tubing or the site but must alert staff immediately if patient is in distress.
- **PICC lines** (access device): Private Companions are not to touch the tubing or the site.
Specifically:
 - They are to alert staff immediately if it is observed that there is a disconnection of the tube or if alarm goes off.
 - They are not to silence the alarm. If the alarm goes off when the Private Companion and patient are off the unit then the Private Companion should not silence the alarm, but should return to the unit immediately and have the nurse deal with it.
- **Foley Catheter** (urine): companions are not to touch. Let staff know if it needs to be emptied. Private Companions may check to ensure tubing is free of kinks. If tubing has kinks, Private Companions are to alert staff.
- **Ostomies** (feces): Private Companions are not to touch ostomies. Inform staff if bag is getting full.
- **CADD** (pain pumps) found on 6W. Private Companions are not touch these pumps but are to alert nursing staff if an alarm goes off or the patient is requiring pain medication but cannot press the dose button.

PLEASE PRINT CLEARLY

DESIGNATED DUTIES OF A PRIVATE COMPANION FORM – Page 1 of 3

After reading the attached Role of a Private Companion, please complete and sign this Form. Separate Forms may be completed and signed for each Private Companion hired to provide Services to the Client.

Before deciding what you wish the Private Companion to do you may want to consult with Baycrest staff who are familiar with the current condition of the Client. This form may be updated whenever you choose to do so and should be updated whenever there is a significant change in the Client's condition.

Name of person hiring the Private Companion ("Hirer"): _____

Home Phone No. _____ Business Phone No. _____ Cell Phone No. _____

Name of resident/patient ("Client"): _____ Apotex [] Hospital [] Room No. _____

Name of individual hired ("Private Companion"): _____

Home Phone No. _____ Cell Phone No. _____

This Form is signed on the understanding that Baycrest supports Private Companions providing companionship and/or assistance with activities of daily living for the Client (the "Services") for those who choose to hire a Private Companion and acknowledges that such Services do not diminish or impact upon the obligations of Baycrest and its staff to provide care while maintaining health and safety standards throughout Baycrest in accordance with the requirements of government and other regulatory bodies.

I (the Hirer) have read and understand the attached Role of a Private Companion. Baycrest and its employees are not responsible for supervising and/or monitoring the Private Companion in the provision of their duties. Baycrest and its employees shall neither expect nor ask the Private Companion to provide any other duties than those determined by me. It is my responsibility to update this Form as the designated duties of the Private Companion change from time to time. I have determined that the specific duties to be provided by the Private Companion, in keeping with the Client Care Plan and the Role of a Private Companion, are those that are clearly indicated by the placing of an X in the designated spot beside that specific duty in the list on pages two (2) and three (3) of this Form. The duties marked by an X are the only ones that the Private Companion has my permission to provide.

Hirer: _____ Date: _____

[The family member or the Client (or the Client's substitute decision maker) or any other person who has hired the Private Companion signs here. If you are signing on behalf of the Client, then please clearly indicate this, e.g., "Jane Doe by her attorney John Smith" or "Jane Doe by her substitute decision maker John Smith".]

DESIGNATED DUTIES OF A PRIVATE COMPANION FORM – Page 2 of 3

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COMMENTS: _____

The personal information requested on this form is necessary to the proper administration of a lawfully authorized activity and, as applicable, is collected in accordance with subsection 38(2) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S. O. 1990, c.F.31 as amended. The information provided will be used for administration of Baycrest’s Private Companion Program including protecting the health, well-being, and security of the Client and others, enforcing the Private Companion Policy, and distributing notices related to Private Companions. *Questions about this collection may be directed to the Manager, Private Companions Program, 416-785-2500 ext. 3195, Baycrest, 3560 Baycrest Avenue, Toronto, Ontario M6A 2E1.*