



**NEPHROLOGY PROGRAM
DEPARTMENT POLICIES AND PROCEDURES**

**Biomed Neph - Section 04 - Home Dialysis Unit specific - Neph Tech 4-03
Home Visit Safety and Security Guidelines**

No.: 01506 (TOH Standardized Policy Number)

ISSUED BY:

Nephrology Technical Practice Committee

DATE OF APPROVAL:

2015/07

APPROVED BY:

Program Clinical Director / Division Head

LAST REVIEW/REVISION DATE:

2017/03

CATEGORY:

Home Dialysis Unit Specific

IMPLEMENTATION DATE:

2015/07

POLICY STATEMENT:

- Biomedical Nephrology Technologists are required to provide services in patient's homes, off-site and in the community
- The purpose of this policy is to ensure that technologists are aware of the safety precautions and actions to be followed while working in these locations
- Home visit safety requirements are reviewed with patients during their training with the nursing staff in the Home Dialysis Unit (HDU)

ALERTS:

- All technologists shall follow the safety recommendations outlined in Appendix A related to home visits
- A home visit will not be performed if staff feels at risk or the environment is deemed to be unsafe. The Technical Manager of the Nephrology Program shall be informed immediately
- All HDU patients will be assessed for risk factors by the Home Dialysis Unit prior to the initial home visit being performed and documented in the patient's record
- If it becomes necessary to contact the local police service for any reason related to home visit safety; the Technical Manager shall be notified immediately. The Technical Manager will inform the Clinical Manager, Clinical Director and TOH Security. Security will provide support and liaison with the police service, as needed

SUPPLIES AND EQUIPMENT:

- Hospital staff identification tag. Identification tags which are worn around the neck must be worn on a breakaway cord
- Hospital uniform
- Wear safety shoes when carrying equipment and cylinders. Overboots are required during winter months
- Cellular phone
- Patient contact information:
 - Address, phone number, apartment buzzer number if applicable
- The following items are to be kept in the vehicles:
 - Car credit card for ESSO
 - Phone charger for cellular phone
 - Emergency road assistance kit (booster cables, shovel, etc.)
 - First Aid kit

PROCEDURE:

A: Pre-Home visit plan

- Confirm date and time of home visit with patient. Confirm if any issues related to accessing home, buzzer code for apartment, ability to bring equipment and supplies
- Discuss with patient how to manage any identified risks (e.g. keep pet in a separate room during visits, no smoking during visit)
- Make arrangements as needed to visit with a colleague

B: Home visit plan

- Confirm transportation plan (vehicles)
- Confirm directions and any specific special needs
- Inform colleagues of home visit and expected return time
- Review Safety Recommendations listed in Appendix A

DOCUMENTATION:

1. Review any safety concerns identified during home visits (e.g. neighborhood hazards, allergens, pets, home condition) with Technical Manager so it can be documented in patient's record in NephroCare
2. Technical Manager will review any safety concern with Clinical Manager for follow-up planning and decisions regarding further home visiting
3. Fill out a PSLS report if abusive or threatening behavior is experienced during visit

RELATED POLICIES / LEGISLATION: N/A

REFERENCES:

1. Workplace Safety and Insurance Board – Ontario; 2003, Health and Safety in the Home Environment, 2nd Ed, Health Care Health and Safety Association of Ontario
2. TOH Policy Home Dialysis Unit – Section 12 - HDU 12-02 – Home Visit Safety
3. Appendix A – Safety Recommendations

COMMENTS / SIGNIFICANT REVISIONS: N/A

APPENDIX A

Safety Recommendations:

- Have phone number of dealership on-hand (under contract at The Ottawa Hospital) in case of road side assistance is required.
- Ensure gas tank and windshield washer fluid levels are adequate for trip.
- Park in well-lit areas.
- Make check-in calls to the Riverside Campus Technical Lab if deemed necessary or if travel delay.
- If technologist feels at risk at any time – do not proceed with visit or if visit in progress discontinue visit.
- DO NOT complete a home visit if anyone in the home is under the influence of alcohol or drugs, or is inappropriately dressed.
- Be familiar with the surrounding environment, physical safety, and the environment conditions (e.g. icy walkways, loose railings, etc.); know travel routes, and exits/entrances to the buildings prior to or at the time of the visit.
- Do not provide patients with personal phones numbers.
- If you suspect you are in danger, exit the home and call police for assistance.
- Use your own judgment when offered food or drink (alcoholic beverages are not permitted).