

Title: **Aide Supervision**

Policy: Each patient/client receiving home care/hospice aide services will have this care supervised at a minimum of every two weeks [at least every 14 days].

Purpose: To institute guidelines, which address frequency, assign responsibility and maintain consistency for home care/hospice aide supervisory visits.

Responsibility: Registered Nurses, Therapists [as appropriate]

Procedure:

1. Nursing or Therapy Staff [as appropriate] are available as a resource to home care/hospice aides at all times during aide care provision.
2. The Registered Nurse/Therapists complete an aide supervision visit at a minimum of every 14-days/two weeks.
3. These supervision visits can be conducted with or without the aide present.
4. Documentation of this supervisory visit is completed and included in the clinical record.
5. Documentation includes:
 - ◆ Assessment of quality of services provided
 - ◆ Evaluation of client/patient satisfaction with services provided
 - ◆ Identified additional needs of client/patients
 - ◆ Revisions to aide plan of care, as needed
 - ◆ Overall service delivery [See **Home Care Aide Supervisory Visit Form**]
6. Documentation of the aide supervision is filed in the patient's medical record.
7. The next aide supervision date is noted on the patient's care schedule.
8. Any need for revisions to care and service delivery identified are shared with the patient's Nurse Case Manager for implementation and follow-up.
9. In addition to aide supervisory visits, the overall performance and competency of each home care aide is evaluated at least annually.