

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Substance Use Disorders-Four Winds

Policy Number: HHS-SUD-FW 4756

Policy Title: Unit Rounds

Attachments:

Revision History: 5/9/2017; 4/2019

Revised by/Date: Lindsay Misquadace-Berg 7/2021

Approved by:

Date:

Lindsay Misquadace-Berg, Treatment Director



10/15/21

Approved by:

Date:

Nicole Anderson, Commissioner of HHS



11-30-2021

POLICY STATEMENT: Four Winds Lodge clients will be monitored on a 24-hour basis seven days a week.

- To provide guidelines for unit rounds.
- To prevent injury or harm to clients.
- To identify acute distress in time to give assistance.
- To provide supervision of clients.
- To ensure client care is complete prior to shift change.

Staff will monitor for changes in client status and safety. Changes in the status of a client will be reported according to this policy. Appropriate documentation will be maintained according to established procedures.


PURPOSE: The purpose of this policy is to address the safety and well-being of all clients.

PROCEDURE: Changes in the status of the client will be reported to the LIP or RN Supervisor.

- A. Equipment Needed
 - a. Flashlight during night time hours.
 - b. Two-way radio, cordless phone, or other approved device to summon additional staff if needed.
- B. Change of Shift Rounds
 - a. **Shall be made by the person going off duty with the staff person coming on duty.**
 - b. From there on, routine rounds of the unit shall be made every half to full hour, per site protocol.
- C. Clients who have special needs may need more frequent checks than the routine unit rounds. Examples include, but are not limited to: physical illness, risk for leaving on an unauthorized absence, clients with suicide or self-injurious behavior risk, and clients on a behavior contract.
- D. Use a flashlight during sleeping hours and sweep the environment to observe for any potential issues, anything "unusual" or in need of repair.
- E. Staff will be proactive in making corrections to the environment to provide for safety.
- F. Observe each client for signs of breathing and movement.
- G. Do not make time predictable, i.e. on the hour each time or starting with the same room each time.
- H. Check for census and determine whereabouts of all clients. If a client is not visible on unit, initiate search procedures to determine their whereabouts.
 - a. **Search Procedures:** Communicate with all working staff as to client's whereabouts.
 - i. Search all rooms on all three floors, outside of building, by sweat lodge and surrounding area.
 - ii. Contact Probation Officer or ISR agent, if assigned, as well as the referent.

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- iii. Email Treatment Director, alcohol and drug counselor supervisor, RN Supervisor, primary counselor.
 - iv. Place client's name on daily census report.
 - v. Document in EHR on circumstances and actions taken.
 - vi. Pack up client's belongings, disinfect room per infection control procedure.
 - vii. Lock room and place belongings in storage for a minimum of 30 days.
 - viii. Report actions and outcomes of search procedures at shift report.
- I. Documentation
- a. Use the approved documentation form to document rounds as they are being done, or immediately upon completion of each set of rounds.
 - b. Progress notes will be written when indicated.
 - c. MLBO HHS incident reporting will be initiated as required.

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| Internal and/or External References | HHS-ADM-QC 3203 HHS Incident Reporting Minnesota Rule SLF-4665.3300; Minnesota Rule SLF-4665.4100 |
| Compliance - Posting Date | 11/30/2021  |
| Replaces – Policy Number | |
| Next Review - Due Date | |