

## **Responsibilities of the Resident**

1. Residents are expected to be considerate and mindful to other residents
  - a. Be respectful of your roommate's privacy, if applicable, and maintain good relations.
  - b. Use of television, telephone, radio, and lights in a manner that is not disturbing to others.
  - c. Exhibit cooperation when using heating and air conditioning units.
  - d. Sharing room space equally.
  - e. Be observant to the rights of others
2. Residents are expected to be considerate and respectful towards staff members. Verbal and physical abuse from residents will not be tolerated and may be cause for discharge. A resident is not to be more demanding of staff members than is warranted by his/her condition. In addition, a resident is to be cooperative with staff members when treatment and care is administered.
3. Residents are to exercise care when using facility furnishings and equipment to avoid undue wear and damage; intentional damage to facility property will not be tolerated.
4. Private telephone lines are permitted to be installed in resident's rooms. Such expenses vary and the resident and/or responsible party may be responsible for paying for this service. Portable telephones are available for making personal phone calls; long distance call may be at the expense of the resident.
5. Residents are encouraged to maintain only a minimum amount of money in their possession. The facility will deposit funds into a personal needs account for financial safety. Questions regarding facility banking should be directed to the Administrator or Business Office Manager.
6. The facility, while taking reasonable responsibility to prevent loss or theft of personal property, shall not be responsible for any loss or damage to any valuables, personal effects or money brought into the facility by resident and/or visitors. Valuables, as appropriate, should be taken home by a legal guardian or representative for safe keeping.
7. Residents are permitted to retain and use personal clothing and possessions as space permits as long as such possession do not infringe on the rights, health, and safety of others. It is the resident or sponsor's responsibility to ensure that personal items are in good repair. When storing personal possessions, please note the area under the bed, near heaters, and 18 inches from the ceilings must remain clear and cannot be used for storage.
8. Room personalization is encouraged; residents or family are asked not to place nails or other hanging devices. Please request the assistance from the maintenance department for any objects in need of hanging.
9. Coffee pots, electric blankets, portable space heaters, extension cords, electrical adapters, toaster ovens, etc., are not permitted to be retained in the facility. In addition, residents and visitors are expected to abide by the applicable edition of the NFPA Life Safety Code. To ensure compliance, please refer specific questions to the management staff.
10. Family and friends may visit at any time unless prohibited by the attending physician. We request that guests be considerate of others during visitation and reserve the right to monitor, restrict, or deny visitation if the behavior of the visitor is unsafe or disruptive to others.
11. Residents and/or visitors are prohibited from keeping any weapons(i.e., guns, knives, razor blades, scissors, etc) in their possession.
12. Residents and/or visitors are prohibited from bringing illegal substances into the facility.
13. Residents will abide by facility smoking policy, if applicable.

## **Responsibilities of the Resident**

14. When fire and other drills are conducted, residents and visitors are expected to follow the instructions issued by staff members.
15. Residents may not leave the premises without signing out for a leave of absence (LOA) at their respective nurses' station. Employees are not permitted to sign residents out, unless previously arranged.
16. Residents and/or responsible parties are requested to give facility administration at least twenty-four (24) hours advance notice of their intentions to leave the facility, whether a temporary LOA or permanent discharge, so that necessary preparations may be made.
17. Residents may not leave the facility for overnight visits unless approved by the resident's attending physician. Such overnight visits must be in accordance with current Medicare/Medicaid regulations. Overnight visits should be discussed with Social Services to ensure that compliance with identified regulations is met.
18. It is the facility's desire to provide quality care and services. Residents are encouraged to discuss any problems concerning treatment, care, operations, etc., with the Director of Nursing, Social Services, and/or the Administrator. The facility welcomes recommendations/suggestions which are helpful in achieving excellence.
19. Unless arrangements for holding a bed have been made, all belongings of a discharged resident must be removed from the facility by either the resident or responsible party within one (1) week of resident's discharge. Possessions remaining at the facility longer than 30 days will be disposed of at the discretion of the facility's administrator.
20. It is essential that food and or/beverages are safe for consumption. All food items prepared by a family or visitor must be labeled and dated and held in a sealed container. All prepared foods provided by the family or visitor should be consumed within 3 days. Foods will be discarded if not consumed within these three days. For the safety of the resident, if the food integrity is in question, the food will be discarded at the staff discretion.
21. The facility reserves the right to clean any area and to discard any items not considered to be sanitary and in accordance with our established housekeeping policies and procedures.

Residents and/or visitors who habitually fail to meet these responsibilities shall first be counseled by administrative staff. Continued failure to meet these obligations may result in resident discharge or banned visitation from such visitors.