

# BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY

## POLICIES AND PROCEDURES MANUAL

<b>Chapter:</b> 4	<b>Care and Treatment Services</b>		
<b>Section:</b> 9	<b>Health Care Management</b>		
<b>Topic:</b> 24	<b>Medical Procedures and Treatment Completed by BABH Staff and at BABH Sites</b>		
<b>Page:</b> 1 of 6	<b>Supersedes Date:</b>	<b>Approval Date:</b>	
	<b>Pol:</b>	<b>Pol: 4-17-25</b>	<i>Board Chairperson Signature</i>
	<b>Proc:</b>	<b>Proc: 4-17-25</b>	<i>Chief Executive Officer Signature</i>
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### **Policy**

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) etc. to ensure that individuals residing in our Specialized Residential AFC live in a safe environment and that all staff working with these individuals are trained to perform all care that a resident may require. Additionally, BABH ensures that Direct Care staff are not performing skilled nursing procedures or other procedures that are outside of their job description or scope of practice.

### **Purpose**

The purpose of this procedure is to provide guidance to staff working in BABHA operated and contract licensed foster homes, community living supports (CLS) sites, day programs, and all other facilities in which BABHA staff or contractors are providing care regarding which medical procedures are allowed or not allowed at sites and/or can or cannot be performed by non-medical staff.

### **Education Applies to:**

- ☐ All BABHA Staff
- ☒ Selected BABHA Staff, as follows: Horizon Home DCW, North Bay CLS
- ☐ All Contracted Providers: ☐ Policy Only ☐ Policy and Procedure
- ☒ Selected Contracted Providers, as follows: Specialized Residential Providers and CLS providers
  - ☐ Policy Only ☐ Policy and Procedure
- ☐ Other:

### **Definitions** (if applicable)

N/A

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### Procedure:

*The following procedures are addressed for the purpose of educating home and day program staff regarding areas of responsibility.*

- A. **Intravenous lines (IVs)** are not allowed in a BABHA setting unless placed by a visiting nurse/registered nurse (RN), constantly monitored for the duration of the infusion by a nurse and removed prior to the nurse leaving and the patient returning to regular activities.
- B. **Peripherally Inserted Central Catheters (PICC lines)** are not allowed in BABHA settings unless the line is completely covered and cared for by a visiting nurse or RN. The patient may also receive infusions through the PICC line at an infusion center. Dressing changes are to be completed by infusion center or visiting nurses. The individual must be compliant, and visiting nurses or infusion center visits must be ordered at time of discharge from the medical facility. Visiting nursing or infusion center care must continue for the duration of treatment.
- C. **Peritoneal Dialysis Treatment** is not allowed to be completed by BABHA sites.
- D. **Subcutaneous ports** are accepted, but treatment and all access must be completed by a RN.
- E. **Tracheostomies** are not allowed in group homes. The only exception is if the consumer lives independently and is able to care for themselves (as determined by medical personnel, such as a doctor or nurse).
- F. **Deep or tracheostomy suctioning** is not allowed. Oral cavity suctioning is allowed but only with a marked catheter.
- G. Use of a **continuous positive airway pressure device (C-PAP)** on vent mode is not allowed. A C-PAP on non-vent mode is allowed.

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- H. **Oxygen** is accepted but only with specific criteria and no clinical judgment required of BABHA or group home staff. Staff are not allowed to adjust oxygen delivery without a prescription from the ordering physician.
- I. An **Automated External Defibrillator (AED)** can be used. Staff will be provided training as appropriate.
- J. **Intramuscular injections** are not allowed unless given by a visiting nurse, other RN, or physician, with the sole exception of auto-injectors, such as Epi-Pens.
- K. **Subcutaneous (sub-q or sq) injections** are only permitted if staff are trained by a RN or have provided evidence acceptable to the medical director and human resources department of equivalent training and ability.
- L. **Fingerstick blood glucose monitoring devices (such as Glucometer and Accu-check)** – staff must receive general training, which does not have to be client specific. Acceptable training will be determined by the Nursing Manager, in consultation with the Medical Director.
- M. **Insulin** may be administered only after the staff member providing the injection receives training by a RN. Sliding scale insulin is allowed but there must be specific orders with regard to dose and timing. Non-medical staff cannot use medical judgment as to the appropriateness of insulin.
- N. All patients with insulin-dependent diabetes mellitus (IDDM) must have podiatry ordered. Staff are not to cut toenails for patients with IDDM.
- O. Catheters
  - 1. **Condom and external** catheters are allowed with individual-specific training required.
  - 2. **Indwelling** catheters are acceptable, but the catheters cannot be removed,

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replaced, or irrigated by staff.

3. General catheter care and peritoneal care can be completed by staff.
4. All urinary drainage bags can be changed and emptied by staff.
5. Gravity irrigation of urinary catheters may only be performed when a specific fluid quantity is ordered and the specific staff member has been trained by a RN.
6. **Suprapubic** catheters can be accepted in a group home, but removal, replacement, and irrigation must be completed by a RN.
7. **Straight** catheterization will be reviewed and determined on a case by case basis.
8. **Urostomy** and **colostomy** seals and bags can be changed and emptied by staff once trained.

**P. Dressings**

1. Can be changed by staff using topical medications only.
2. Staff are not allowed to pack wounds, check for tunneling, debride (remove dead, damaged, or infected tissue), or to remove drainage tubes.
3. Staff are not allowed to remove stitches or staples.

**Q. Gastrostomy (G) & Jejunostomy (J) tubes** – Staff can administer tube feedings, water, and medications via bolus, gravity or pump once they have been trained by a RN. Staff can change an extension tube only.

**R. Chest tubes** are not allowed in BABHA homes.

**S. Prosthetics** devices can be managed by group home staff and consumers once they are trained by an appropriate professional.

**T. Hospice** care is allowed in a group home if ordered by a physician and approved by the individual and/or guardian. Court approval is also required for individuals with a guardian.

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For information on Do Not Resuscitate (DNR) orders, please see BABHA policy, “Advanced Directives for Medical Care and Do Not Resuscitate (DNR)”.

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### **Attachments**

N/A

### **Related Forms**

BABH Policy C04-S09-T14: Advanced Directives for Medical Care and Do Not Resuscitate (DNR)

### **Related Materials**

Medication Procedure  
Nursing Care Guidelines

### **References/Legal Authority**

Michigan Public Health Code

SUBMISSION FORM				
<b>AUTHOR/ REVIEWER</b>	<b>APPROVING BODY/COMMITTEE/ SUPERVISOR</b>	<b>APPROVAL /REVIEW DATE</b>	<b>ACTION (Deletion, New, No Changes,</b>	<b>REASON FOR ACTION - If replacement list policy to be replaced</b>

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			Replacement or Revision)	
S. VanParis	HPC	6/15/2022	NEW	NEW
S. VanParis	HPC	4-17-25	NEW	NEW-this P&P was created in 2022, but was just sent to board for approval in 2025