

CENTRAL STATE HOSPITAL
PROCEDURE

SUBJECT: **PRIVATE DUTY SITTER**

ANNUAL REVIEW MONTH: May

RESPONSIBLE FOR REVIEW: Central State Hospital (CSH)
Chief Nurse Executive

LAST REVISION DATE: January 2008

The purpose of this procedure is to establish guidelines for the use of private duty registered nurses (RNs), licensed practical nurses (LPNs) and sitters.

Participants: Client, Family or Guardian or Significant Other
Unit Charge Nurse/RN Team Leader
Service Director
Person Receiving Request
Service Clinical Director
Or Chief, Psychiatric Treatment and Forensic Services
Chief Accountant
Treatment Team
Nurse Executive
Chief Nurse Executive/designee

RESPONSIBILITY

RESPONSIBLE PERSON

**Client/Family/Guardian/
Significant Other**

1. Request Service Director or Services' Nurse Executive for private duty staff.

**Service Director or Service's
Nurse Executive**

1. Discuss services to be provided with client/family/guardian/significant other. Inform them of CSH policy concerning such services.

2. Obtain listing of approved agencies from CSH Chief Nurse Executive and share with client/family/guardian/significant other. Assist in contacting chosen agency, if necessary.
3. If request is for sitter, present request to treatment team for approval. After approval is received, obtain copy of written agreement from individual hiring sitter.
4. Insure that private duty employee is given orientation to his/her duties and appropriate hospital policies and procedures.
5. Monitor performance of and hours worked by the private duty staff. Consult with the unit Charge Nurse/RN Team Leader concerning performance and hours worked.

Treatment Team

1. Review request for sitter and approve in accordance with duties to be provided as they relate to the treatment plan.
2. Include activities of the sitter in the treatment plan and documentation of activities in the client's medical record.

**Unit Charge Nurse/
RN Team Leader**

1. Monitor performance of and hours worked by private duty staff and consult with the Service Director as needed.

**REQUEST FOR PRIVATE DUTY STAFF FOR CSH
CLIENT IN ANOTHER HOSPITAL**

Person Receiving Request

1. Notify service clinical director or Chief, Psychiatric Treatment and Forensic Services Division of

request, as appropriate.

**Service Clinical Director or
Chief, Psychiatric Treatment and
Forensics Services**

1. Approve/disapprove request based on the client's condition, behavior and/or need for security.
2. Notify CSH Chief Nurse Executive of decision. If approved, a statement for payment of services should be forwarded to CSH Chief Nurse Executive.

CSH Chief Nurse Executive

1. Coordinate acquisition of services with requesting facility.
2. Verify approval and dates of service and forward statement to procurement for processing payment.

Chief Accountant

1. Process statement for payment.

Approved:

This procedure was approved by the CMO and CEO in April 2008.