

Management of Suspected Adult Abuse and Neglect Checklist

<p>REPORTING REQUIREMENT: The Protection for Persons in Care Act (PPCA) is a law to help protect adults from abuse and neglect while receiving care in Manitoba personal care homes, hospitals or any other designated health facility. It is mandatory to report suspected abuse and neglect promptly.</p> <p>Section 3(1) of the Protection for Persons in Care Act states: <i>A service provider or other person who has a reasonable basis to believe that a patient is, or is likely to be, abused or neglected shall promptly report the belief, and the information on which it is based.</i></p> <p>Reporting suspected Abuse or Neglect may be reported by anyone i.e.) Patient/Resident; Staff/co-worker; Family/friends; Volunteers; Anonymous; or an outside agency representative to Protection of Persons in Care Office (PPCO). PPCO of Manitoba Health investigates reports of suspected patient/resident abuse and neglect.</p> <p>NOTE: All facilities in Southern Health-Santé Sud have been provided secure email intake boxes to receive communication back from PPCO. Each site has its own email address for PPCO. Prior to entering information online, know what your site’s email address is. eg. PPCO-XXXX@southernhealth.ca. Do not use your personal work email address.</p> <p>ADDITIONAL EDUCATION: Education on suspected adult abuse/neglect is provided on an annual basis.</p>	RESPONSIBILITY	
	Staff	Direct Supervisor/ Manager/ Designate
INTAKE		
<input type="checkbox"/> A staff member who receives a verbal &/or written report of suspected Abuse or Neglect is to ensure that the patient/resident life or well-being is not in immediate danger, and has taken steps to ensure the individual’s safety first. This may include: <ul style="list-style-type: none"> ➤ Activating emergency services (Calling 911 for police &/or other assistance) ➤ Removing the patient or resident from the area ➤ Moving patients or residents from the area ➤ Removing a visitor or staff person from the area ➤ Treating any injuries ➤ Calling a Code White 	●	
<input type="checkbox"/> Complete an occurrence report and notify your immediate direct Supervisor/ Manager.	●	
<input type="checkbox"/> It is the employees obligation to report suspected abuse or neglect (PPCO) as per Policy CLI.4110.PL.012-Freedom from Abuse or Neglect of Patients and Residents in a Health Care Facility.	●	
<input type="checkbox"/> Report abuse/suspected abuse by completing the online form .	●	
<input type="checkbox"/> Report neglect/suspected neglect by completing the online form .	●	

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FOLLOW-UP		
<input type="checkbox"/> The direct Supervisor/Manager is responsible to follow up and confirm that the employee has reported the suspicion/ allegations of abuse/neglect to PPCO via online reporting. Reviews/updates the occurrence report for documentation and all actions taken, and assists with implementing mitigation strategies/safeguards to prevent future harm.		☉
<input type="checkbox"/> Checks site PPCO mailbox on a daily basis for any received reports.		☉
<input type="checkbox"/> Print off the PPCO report and attach it to the occurrence report. The report is to be deleted from the inbox. Emails are not to be forwarded.		☉
<input type="checkbox"/> PPCO will contact the Manager to review the event and determine actions taken and/or are to be taken. (Determination is made by PPCO to close the file or if further investigation by PPCO will commence)		☉
<input type="checkbox"/> Document on the occurrence report the PPCO follow-up including date/time and name of PPCO investigator and outcome of conversation i.e.) file closed/PPCO to conduct further investigation of event.		☉
<i>In the event that you have situations where you have concerns, a situation where you anticipate a PPCO investigation will occur or you would like to brainstorm, the Manager may contact the PPCO office and request to speak to a PPCO Investigator to discuss, gather insight, give a heads-up and/or develop a plan in collaboration with them. Winnipeg: 204-788-6366 or Toll-free: 1-866-440-6366</i>		