



<p>Team Name: Regional PCH Program Team</p> <p>Team Lead: Director – Personal Care Homes - West</p> <p>Approved by: Regional Lead – Community & Continuing Care</p>	<p>Reference Number: CLI.6410.PL.016</p> <p>Program Area: Personal Care Home</p> <p>Policy Section: General</p>
<p>Issue Date: December 22, 2018</p> <p>Review Date:</p> <p>Revision Date: February 4, 2022</p>	<p>Subject: Resident Agreement</p>

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

POLICY SUBJECT:

Resident Agreement

PURPOSE:

To provide direction about the completion of a resident agreement when a person moves into a Personal Care Home (PCH).

BOARD POLICY REFERENCE:

Executive Limitation (EL-02) Treatment of Clients

POLICY:

A Resident Agreement is completed with each person when he/she moves into a PCH.

DEFINITIONS:

Representative/Designate

- A person chosen or appointed to act or speak on behalf of the resident.

PROCEDURE:

- At the time of, or prior to, admission, a nurse, social worker, or Site Manager reviews the Personal Care Home Resident Agreement (the Agreement) (CLI.6410.PL.016.FORM.01) with the resident who has capacity to understand the Agreement, or with the resident’s representative/designate.
- The resident or his/her representative/designate signs and dates the Agreement.
- The staff person signs the Agreement and prints his/her name, including his/her designation.

- The staff person provides a copy of the Agreement (this may be a photocopy of the signed Agreement or a second original Agreement signed by all parties) to the resident or his/her representative/designate. A signed Agreement is retained in the permanent health record.

SUPPORTING DOCUMENTS:

[CLI.6410.PL.016.FORM.01](#) Personal Care Home Resident Agreement

[CLI.6410.PL.016.FORM.01.F](#) Personal Care Home Resident Agreement – French