



STATE OF NEW YORK
OFFICE OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES

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MEMORANDUM

To: DDSO Directors
DDSO Medical Directors
DDSO Nursing Coordinators

From:

Date: February 28, 2008

Subject: Notice to Inpatient Hospital Staff

As you may be aware, several DDSOs have raised issues regarding the use of OMRDD staff accompanying consumers to inpatient hospitals. Conflicts regarding the use of these staff to perform duties normally associated with inpatient hospital staff have arisen. To avoid any confusion or conflicts in the future, attached is a "Notice To Inpatient Hospital Staff" for the DDSOs to use in these situations. The Notice outlines the activities/tasks that may and may not be performed by OMRDD staff outside of OMRDD certified settings, such as inpatient hospitals.

For your convenience, the Notice contains fill-in blanks for the DDSO name, and the name and telephone number of the DDSO Nursing Program Coordinator. Copies of the Notice should be included in the consumer's hospital ready to go kit so that it may be given directly to the hospital staff who are providing care and treatment.

If you have any questions regarding the Notice, please contact Kathleen Keating, Director of Health Services at 518-473-6255. Thank you.

cc: Patricia Martinelli
Cynthia McDonough
Kathleen Keating

Dear Hospital Administrator/Nursing Supervisor:

The Office of Mental Retardation and Developmental Disabilities (OMRDD) developed the following notice for times when our consumers are admitted for inpatient care and treatment. It is designed to assist hospital staff in understanding the duties that OMRDD staff accompanying our consumers to hospitals can perform or not perform while the consumer is in the hospital. In doing so, we hope to alleviate any confusion or conflicts that may arise between hospital staff and OMRDD staff during a consumer's inpatient stay.

NOTICE TO HOSPITAL STAFF

Activities that may be performed independently by OMRDD staff accompanying consumers in inpatient hospital settings:

- ✚ Providing companionship and engage the consumer in meaningful activities such as games, hobbies, crafts, when the consumer is medically and/or clinically stable and able to do so.
- ✚ Advocating/interpreting on behalf of the consumer to nurses, doctors, other medical/hospital staff
- ✚ Escorting the consumer (along with appropriate hospital staff) to inpatient hospital treatments when necessary, such as x-ray, physical therapy, etc.

Activities that may be performed by OMRDD staff accompanying consumers in inpatient hospital settings ONLY under the direction of the RN/LPN assigned to provide care to the consumer (Note: While the RN/LPN need not be present at all times, the RN/LPN should provide specific directions to the staff regarding any special considerations/concerns in accomplishing the task):

- ✚ Providing assistance with:
 - ✓ personal hygiene needs
 - ✓ proper care of personal belongings
 - ✓ activities of daily living
 - ✓ dressing
 - ✓ grooming
- ✚ Feeding/assistance with meals
 - ✓ including monitoring mealtimes to ensure proper diet consistency and reporting discrepancies
 - ✓ offering fluids, if not contraindicated
- ✚ Assisting the RN/LPN or other appropriate hospital staff for:
 - ✓ turning
 - ✓ positioning
 - ✓ toileting, including assisting onto/off of bedpan or with urinal
 - ✓ ambulating, including to and from bathroom
 - ✓ changing bed linens

Activities that may NOT be performed by OMRDD staff in inpatient hospital settings:

- ✚ Providing informed consent for the consumer's medical treatment
- ✚ Making or communicating admission, discharge or transfer agreements between hospital and DDSO staff/administration
- ✚ Administering any medication/IVs/catheters/oxygen or other medical treatments
- ✚ Taking vital signs
- ✚ Changing bandages/dressings or other wound or suture care
- ✚ Applying or monitoring restraints ordered by hospital staff or physicians or participating in personal intervention techniques (manual holds)
- ✚ Performing housekeeping/janitorial care such as cleaning the consumer's room or bathroom
- ✚ Charting/recording or any other hospital record keeping

If there are any questions regarding the above notice, the Nursing Program Coordinator at _____ DDSO may be contacted at (____)_____.