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| Professional Clinical Supervision & Oversight | **Last Revision:** | January 2015 |
| **Last Reviewed** | June 2018 |
| **Applies to the following THA Group of companies:** | * Island Health Care * Island Hospice * Independent Life at Home * RightHealth® * InteguHealth * Palliation Choices |
| **Included in the following THA Manual:** | Administrative Policies & Procedures  Provision of Care, Treatment, & Service |

### POLICY

Qualified personnel will be available to supervise employees during the hours that services are provided. They are available for consultation 24 hours a day.

**Licensed Practical Nurse (LPN, LVN)**

1. A Registered Nurse will be responsible for coordinating care when patient/client/patient/client services are provided by an LPN or LVN.
2. When care is delegated to an LPN or LVN:
   1. A Registered Nurse will conduct a supervisory home visit per state regulations and at least every 60 days and record the visit in the clinical record.
   2. A Registered Nurse will update the plan of care as indicated.

**Physical Therapist Assistant (PTA) and Certified Occupational Therapy Assistant (COTA)**

Services furnished by qualified physical therapy assistant or qualified occupational therapy assistant will be furnished under the supervision of a licensed Physical Therapist or Occupational Therapist. When care is delegated to a PTA or COTA, the supervising therapist will:

* 1. Conduct a home visit to admit and discharge the patient/client.
  2. Make an on-site visit to each patient/client being treated by the assistant as appropriate and conduct a supervisory home visit at least every 8th visit in South Carolina and at least every 6th visit in Georgia.
  3. Update the care plan and document findings in the clinical record when indicated.

**Home Health Aide (HHA, CNA)**

When home health aide services are provided in conjunction with skilled nursing or therapy services:

1. An RN will make a supervisory visit to the patient/client’s residence at least once every 14 days and document the visit in the clinical record.
2. When an RN is not actively involved in patient/client care, OT, PT or ST will assume responsibility for supervisory visits as above,
3. The supervisory visit may be made when the aide is present or absent.
4. The home health aide plan of care is reviewed during each supervisory visit to ensure ordered services continue to meet the patient/client/family needs.
5. Should an area of concern be noted, the nurse will make a follow up visit with aide present to observe delivery of care.
6. The Home Health Aide will complete a competency evaluation if concerns are not resolved by the supervisory visit before providing more care.

**Personal Care Aide Services (PCA 1 CNA , PCA 2) and Live-In Companion**

A Registered Nurse completes the patient/client service plan in coordination with the staff that will be providing the services.

When personal care services are provided to a patient/client, an Independent Life at Home (ILAH) Director makes a supervisory visit to the patient/client’s residence at least once every ninety-two (92) days and whenever a complaint is made about the services. The ILAH Director tracks when supervisory visits are due & ensures that the visit is scheduled. Documentation of the visit is recorded on the calendar and in the plan of care or in the electronic patient/client record. The supervisory visit may be made when the personal care aide is present or absent.