



APPENDIX A – PRIVATE SERVICE PROVIDERS

Private Service Providers Checklist for Residents/SDMs

Perley Rideau has a responsibility to ensure a consistent, safe and integrative approach to resident care. The following is a list of matters to take into consideration by residents/SDMs when engaging a PSP.

Before engaging a PSP:

- Ensure certificate of registration is current and valid if the PSP is a Registered Health Professional
- Obtain a recent Police Check (within 6 months, to work with the vulnerable sector)
- Require the PSP to provide pre-employment reference checks
- Check references provided by the HCP
- Obtain proof of insurance coverage
- Obtain proof of Ontario Workers Safe Insurance Board (WSIB) coverage, in compliance with the WSIB regulations
- Obtain proof of 2-step Tuberculosis testing or chest x-ray within the last 12 months
- Obtain proof of an annual Flu vaccination
- Obtain proof that the PSP is not subject to a non-competition covenant in their employment agreement

Once the PSP has been hired, she/he is expected to:

- Obtain the resident's care plan from the resident or SDM, inquire with the resident/SDM at least quarterly if there have been any changes to the care plan, and follow all areas of the care plan;
- Review the Perley Rideau Orientation Handbook;
- Wear a nametag;
- When applicable, participate in training on the use of Perley Rideau mechanical lifts, and other rehabilitation or restorative equipment as offered by Perley Rideau staff;
- Keep the resident/SDM informed of any changes, pertinent information, and/or needs of the resident that they observe;
- Reporting to the Registered Nursing staff immediately when there are any concerns related to care or resident condition;
- Keep the resident/SDM informed of lateness, a change of hours, or an inability to perform duties as per the agreed upon arrangements;
- Only provide services to the resident(s) that the PSP has an employment agreement with;
- Follow outbreak signage during times of widespread illness
- Refrain from soliciting other clients.

Residents/SDMs are encouraged to ask Registered Nursing staff for feedback regarding the services being delivered by the PSP.