



Assisted Living Association of Alabama
POLICY & PROCEDURE MANUAL

ORDER FORM

MEMBERS: \$1,000.00 _____

NON-MEMBERS: \$3,000.00 _____

_____	Check Enclosed Payable to ALAA	Amount to charge: \$ _____
FACILITY NAME: _____		
Please Charge my Visa _____ MasterCard _____ Discover _____		
* 3% processing fee for Credit Cards **		
Name on Card: _____		
Card Number: _____ - _____ - _____ - _____		
Expiration Date: ___ / ___ Signature: _____		
Zip Code: _____ Phone #: _____		
Email Address: _____		

PROPRIETARY STATEMENT

Please note that the manual is copyrighted by the Assisted Living Association of Alabama (ALAA). All rights to this material are reserved. No part of the manual may be reproduced or transmitted in any form or by any means, electronic or mechanical, including by photocopy, recording, scanning, or any other information storage and retrieval system, without the express written permission of ALAA. The manual and any attached materials is intended only for use of the single facility that purchased it. It may contain confidential and / or privileged material. The taking of any action in reliance upon this information by persons or entities other than the facility that purchased it is prohibited.

Please read and sign _____
Signature

Printed Name Date

POLICY & PROCEDURE MANUAL

CONTENTS

DIETARY

- ADAPTIVE EATING DEVICES
- DISASTER MENU SAMPLE
- FOOD SERVICE DISASTER PLAN
- FOOD SERVICE SANITATION
- FOOD SERVICE PROTECTION FROM CONTAMINATION
- INADEQUATE INTAKE
- NUTRITIONALLT COMPROMISED
- MEAL TIMING
- THERAPUTIC DIETS

GOVERNING AUTHORITY & ADMINISTRATION

- ADMINISTRATOR / ADMINISTRATOR DESIGNEE
- ORGANIZATIONAL CHART SAMPLE

INFECTION CONTROL

- GENERAL / DISEASE OUTBREAK
- TRANSMISSION PRECAUTIONS
- PPE

LIFE SAFETY & DISASTER PLANNING

- BOMB THREAT
- FIRE EMERGENCY / FIRE PREVENTION
- FIRE EXTINGUISHER INSPECTION
- FIRE SAFETY & EMERGENCY PLAN
- FIRE WATCH PROCEDURE
- HAZARDOUS MATERIALS
- POWER OUTAGE
- SEVERE WEATHER & NATURAL DISASTER
- WORKPLACE VIOLENCE & THREATS

ABUSE, NEGLECT & EXPLOITATION

- FACILITY RESPONSIBILITY

PERSONNEL

- CONDUCT OF STAFF WHILE ON DUTY
- PERSONNEL RECORDS
- STAFFING ALF / SCALF / LPN / RN /
- MEDICAL DIRECTOR / CARE COORDINATOR

RECORDS & REPORTS

- RECORD KEEPING REPORTS
- FACILITY RESPONSIBILITY WHEN RESIDENT BELONGINGS ARE LOST

RESIDENT CARE

- ADMISSION / DISCHARGE / RETENTION
- HOSPICES SERVICES
- RESIDENT RECORD STORAGE
- PHYSICAL SELF MAINTENANCE
- RESIDENT CONFIDENTIALITY
- SERVICES CAN / CAN NOT PROVIDE
- OXYGEN THERAPY / SAFETY & STORAGE
- FALLS RISK ASSESSMENT / PREVENTION
- ELOPEMENT ASSESSMENT / PREVENTION
- MEDICATION MANAGEMENT
- ADMINISTRATION OF MEDICATOINS
- MEDICATION MATCH-BACK
- SELF ADMINISTRATION WITH ASSISTANCE
- SELF MANAGEMENT OF MEDICATIONS