

	POLICIES AND PROCEDURES State of Tennessee Department of Intellectual and Developmental Disabilities	Policy #: 100.1.22	Page 1 of 2
Policy Type: Intermediate Care Facilities for Individuals with Intellectual Disabilities		Effective Date: September 15, 2015	
Approved by:  Commissioner		Supersedes: Last Review or Revision:	
Subject: Attention to Job Duties			

- I. **AUTHORITY:** Tennessee Code Annotated (T.C.A) 4-3-2708, T.C.A 71-5-105(12) (c), TCA 4-3-2708, TCA 4-4-103, TCA 33-3-101, TCA 33-1-103, and Section 1905(d) of the Social Security Act, and 42 CFR Part 483
- II. **PURPOSE:** The purpose of this policy is to outline the expectation of staff alertness and the consequences of staff inattention to their job duties within Department of Intellectual and Developmental Disabilities (DIDD) Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICFs/IID) and the Day One Unit at Harold Jordan Center (HJC).
- III. **APPLICATION:** This policy applies to all employees, contract staff, and volunteers who provide services and supports to persons supported in DIDD ICFs/IID and the Day One ICF/IID unit at HJC.
- IV. **DEFINITIONS:**
 - A. **Attention to Job Duties** shall mean the responsibility of staff to observe, respond appropriately to and address the needs of persons supported at all times while on duty. Staff must be attentive to the immediate needs of persons supported at all times. Examples of inattention to job duties to include but are not limited to: sitting with one's eyes closed; failing to respond to the immediate needs of a person assigned or ignoring the assigned duties while reading a book; working puzzles; using personal electronic devices; or performing non-work related activities on the computer. Being impaired while under the influence of agents such as alcohol or drugs (including prescription or over the counter drugs) can also be perceived as being inattentive to job duties. Reference policies for Drug Free Workplace, Conduct toward Persons Supported #100.1.14 and Protection from Harm #100.1.1.
 - B. **Personal Electronic Devices** shall mean items including, but not limited to, personal pagers, cell phones, blue tooth devices, electronic tablets, iPods, and MP3 players.
- V. **POLICY:** All employees will remain alert and responsive to the needs of persons supported. The safety, supports and needs of the persons supported in the ICFs/IID and the Day One ICF/IID Unit of HJC is everyone's responsibility. Moreover, any staff found to be inattentive while on duty shall be subject to disciplinary action.

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VI. PROCEDURES:

- A.** Any staff member who observes or has knowledge of another staff member violating this policy shall immediately report the situation to his/her supervisor. Failure to report shall subject the staff member observing or having knowledge of violations to disciplinary action.
- B.** Supervisors who observe, or have knowledge of a staff member who is inattentive to job duties shall take immediate action to ensure the safety and well-being of the persons supported. The supervisor shall report the situation to the Abuse, Neglect and Exploitation hotline within one (1) hour of the incident (see Policy 100.1.1 Protection from Harm).
- C.** Should an incident occur involving an inattentive staff person assigned to person(s) supported, the observing staff or supervisor shall:
 - 1. Check on the safety of the person(s) being supported and take any action to protect the person(s) from harm.
 - 2. Complete a Reportable Incident Form
- D.** Staff members who are on approved break time and leave their assigned work area may take a nap in a non-work place setting if they so desire. However, staff shall not be allowed to be on an assigned break, remain in their assigned work area and take a nap.
- E.** It is the staff person's responsibility to return to duty status at the completion of the assigned break alert and prepared to work. Failure to return to their assigned work area alert and responsive to the needs of people supported and/or other assigned duties, after the completion of the break, shall result in disciplinary action.
- F.** Staff shall not be permitted to use personal electronic devices. Staff persons who are signed out on approved break time and leave their assigned work area may then utilize their personal electronic devices. Exceptions shall be reviewed and granted on a case by case basis by the Director/Chief Officer or designee.
- G.** In general progressive disciplinary action for the first infraction shall start at the written level; the second infraction at the suspension level, the third infraction at the termination level. However, based on the nature and severity of the infraction, the risk of harm and the performance history of the staff person, the Director/Chief Officer or designee shall have the discretion take action at the suspension or termination level for the first infraction.

VII. CQL STANDARDS: N/A

VIII. REVISION HISTORY: N/A

IX. TENNCARE APPROVAL: N/A

X. ATTACHMENTS: NONE