

School Based Personal Care Program Registered Nurse Supervision Requirements Checklist

1. The school district must assure that the delivery of personal care services by personal care aides is supervised.
2. Supervision must be performed by a Registered Nurse (RN)
3. The supervisor has the following responsibilities:
 - a. Must **instruct the personal care aide** in:
 - i. Which routines, activities and tasks to perform in executing a client's service plan,
 - ii. The minimum frequency of each routine or activity,
 - iii. The maximum number of hours per month of personal care service delivery, as authorized in the service plan.
 - b. **At least once a month**, the supervisor must
 - i. Review the aide's records,
 - ii. Document the record review,
 - iii. If necessary, further instruct the aide and document the nature of and the reasons for further instructions.
 - c. **At least every 183 days (six months) at intervals no greater than 62 days**, the supervisor must visit the client at the service delivery location to conduct on-site evaluation.
 - i. **One of these supervisory visits must be when the aide is not present.**
 - ii. **At least one visit must be while the aide is present and furnishing services.**
 - d. When the aide is **present** during the visit the supervising RN must:
 - i. Observe and document (condition of client, type and quality of the personal care aide's service provision and the interaction and relationship between the client and aide),
 - ii. Modify the service plan, if necessary, based on the observations and findings from the visit,
 - iii. If necessary, further instruct the aide and document the nature of and the reasons for further instructions.
 - e. When the aide is **NOT present** during the visit, the supervising RN must:
 - i. Observe and document the condition of the student,
 - ii. Observe and document, from available evidence, the type and quality of the personal care aide's service provision,
 - iii. Ask the student or the student's representative and document pertinent information regarding the student's opinion of:
 1. Type and quality of the aide's service,
 2. Aide's conduct,

- 3. Adequacy of the working relationship of the student and the aide.
- iv. Modify the service plan, if necessary, based on observations and findings from the visit, and
- v. Further instruct the aide, if necessary, and document the nature of and the reasons for further instructions.
- 4. The school district must review the service plan and the aide's records as necessary, but no less often than every 62 days. **The review will ensure that the daily aggregate time estimate in the service plan accurately reflects the actual average time the aide spends delivering personal care aide services to a client.**

Name (printed)	Name (signature)
1. _____	_____
2. _____	_____
3. _____	_____

Instruction of personal care aide on service plan (1.):

_____ (date) _____ (initials)

Monthly record reviews (3.b.):

_____ (date/August) _____ (initials)
 Notes: _____

_____ (date/September) _____ (initials)
 Notes: _____

_____ (date/October) _____ (initials)
 Notes: _____

_____ (date/November) _____ (initials)

Notes: _____

_____ (date/December) _____ (initials)

Notes: _____

_____ (date/January) _____ (initials)

Notes: _____

_____ (date/February) _____ (initials)

Notes: _____

_____ (date/March) _____ (initials)

Notes: _____

_____ (date/April) _____ (initials)

Notes: _____

_____ (date/May) _____ (initials)

Notes: _____

_____ (date/June) _____ (initials)

Notes: _____

On-Site Evaluation of Student (3.c, d, e):

* Once every 62 days. At least one of the visits must be while aide is NOT present, and one of the visits must be when the aide is present.

_____ (date) _____ (initials) _____ (aide present) _____ (aide NOT present)

Notes: _____

_____ (date) _____ (initials) _____ (aide present) _____ (aide NOT present)

Notes: _____

_____ (date) _____ (initials) _____ (aide present) _____ (aide NOT present)

Notes: _____

Review of student's service plan and personal care aide's records (4.):

_____ (date) _____ (initials)

_____ (date) _____ (initials)

_____ (date) _____ (initials)