

HOSPICE OF EL PASO, INC.

Statement of Philosophy

Hospice El Paso is based on the belief that death and bereavement are a natural and acceptable part of the life process.

Mission Statement

Hospice El Paso provides comfort, care, hope and choice to patients at the end of life's journey, while guiding their loved ones through the grief process.

Vision Statement

To be El Paso's preferred hospice provider for unsurpassed total care, compassion and hope.

Values Statement

Employees of Hospice El Paso are dedicated to providing high quality, professional care and thoughtful consideration to our patients, their families/caregivers, medical professionals in the community at large, our co-workers and ourselves.

We recognize the value of communication as the guiding principle of achieving effective partnerships, respect for ourselves and others, professionalism in our work and nurturance of others.

We strive for continuous improvement for ourselves and the agency in an effort to maintain Hospice El Paso's high standard of care and service.

As a student visitor at Hospice El Paso, I acknowledge that I have been made aware of the above.

Signature

Date

HOSPICE OF EL PASO, INC.

DRUGS AND ALCOHOL IN THE WORKPLACE

I acknowledge that I have been made aware that Hospice of El Paso, Inc. has a zero tolerance policy regarding the use of Drugs and Alcohol in the workplace and that I am responsible for knowing and adhering to this policy.

Print Name

Signature

Date

HOSPICE OF EL PASO, INC.

ELIMINATION OF FRAUD, ABUSE AND WASTE IN THE WORKPLACE

To insure a fraud, abuse and waste free work environment at all company facilities and to safeguard the reputation and integrity of the agency, Hospice of El Paso strictly prohibits participation in any activity that may be interpreted as fraud, abuse or intentional waste activities. The agency demands the prompt and comprehensive reporting to administration of any activity committed by any party that may support the practice of fraud, abuse or waste. Any violation alleged against an employee will be investigated under Hospice policy. Any employee found in violation of the above stated policy will face disciplinary measures up to and including immediate discharge upon the first offense. Any Board member or physician found in violation of the stated policy will face disciplinary measure necessary up to and including immediate discharge upon the first offense.

If I have any concerns, questions or require additional information or education about fraud, abuse and waste I will ask my immediate supervisor or department director for assistance.

I have read and understand this fraud, abuse and waste policy and agree to abide by its terms and conditions.

Print Name

Signature

Date

**HOSPICE EL PASO
CONFIDENTIALITY STATEMENT**

- All information concerning patients, employees, volunteers, students and matters related to the operation of Hospice El Paso is considered privileged. Information gained from direct contact with patients or from staff members, volunteers, from patient's records or any other source related to a patient, is considered to fall within this category.
- Each patient receiving services from Hospice has the right to privacy. All medical and financial information is to be treated as confidential. All records maintained on Hospice patients are confidential documents.
- No patient information is to be discussed or shared with anyone outside the professional environment of Hospice. Discussions regarding patient care should be restricted to team members and involved administrative personnel who are directly involved with the care of the patient.
- In order to maintain confidentiality, no friends or relatives of Hospice employees, volunteers or students are allowed to accompany the employee on assignments.
- All information related to employees, either personally or professionally gained in connection with employment or student externship at Hospice is considered privileged. Employees have the right to expect that information about their person or themselves will be guarded as privileged.
- Privileged information is considered to be subject to the rules of confidentiality. A breach of confidentiality can have significant consequences for Hospice, its patients, employees and volunteers. Hospice employees, volunteers and students are expected to conduct themselves in a professional, conscientious and ethical manner. One of the most important aspects of professionalism is confidentiality. Therefore, any breach of confidentiality related to these areas may be grounds for disciplinary action including termination.
- Each employee and student is required to sign a confidentiality agreement as part of their initial processing.

CONFIDENTIALITY AGREEMENT

In the course of my duties, I may handle or become aware of information about Hospice employees, volunteers, and patients or their family members.

I agree to refrain from discussions concerning patients' diagnosis or conditions, employees of Hospice except where the exchange of such information is required during the performance of my job duties and understand that employees or students who release information about Hospice employees, volunteers, patients or their families without prior authorization are subject to disciplinary action up to and including termination and cancellation of their externship.

I have read and understand the confidentiality policy stated above and agree to comply with the policy.

Print Name

Signature

Date



**Functional Assessment Staging
FAST**

1. No difficulty either subjectively or objectively.
2. Complains of forgetting location of objects. Subjective work difficulties
3. Decreased job functioning evident to co-workers. Difficulty in traveling to new locations. Decreased organizational capacity*.
4. Decreased ability to perform complex tasks, e.g., planning dinner for guests, handling personal finances (such as forgetting to pay bills) difficulty marketing, etc.
5. Requires assistance in choosing proper clothing to wear for the day, season or occasion, e.g. patient may wear the same clothing repeatedly, unless supervised.
6.
 - A) Improperly putting on clothes without assistance or cueing (e.g. may put buttoning clothing) occasionally or more frequently over the past weeks.
 - B) Unable to bathe properly (e.g. difficulty adjusting bath-water temperature) occasionally or more frequently over the past weeks. *
 - C) Inability to handle mechanics of toileting (e.g. forget to flush the toilet, does not wipe properly or properly dispose of toilet tissue) occasionally or more frequently over the past weeks*
 - D) Urinary incontinence (occasionally or more frequently over the past weeks)*
 - E) Fecal incontinence (occasionally or more frequently over the past weeks)*
7.
 - A) Ability to speak is limited to approximately a half a dozen intelligible different words or fewer, in the course of an average day or in the course of an intensive interview.
 - B) Speech ability is limited to the use of a single intelligible word in an average day or in the course of an intensive interview (the person may repeat the word over and over)
 - C) Ambulatory ability is lost (cannot walk without personal assistance)
 - D) Cannot sit up without assistance (e. g. the individual will fall over if there are not lateral armrests on the chair.
 - E) Loss of ability to smile.
 - F) Loss of ability to hold up head independently

* Scored primarily on the basis of information obtained from acknowledged informant and/or category.

Reisberg, B. Functional assessment staging (FAST) *Psychopharmacology Bulletin*, 1988; 24; 653-659