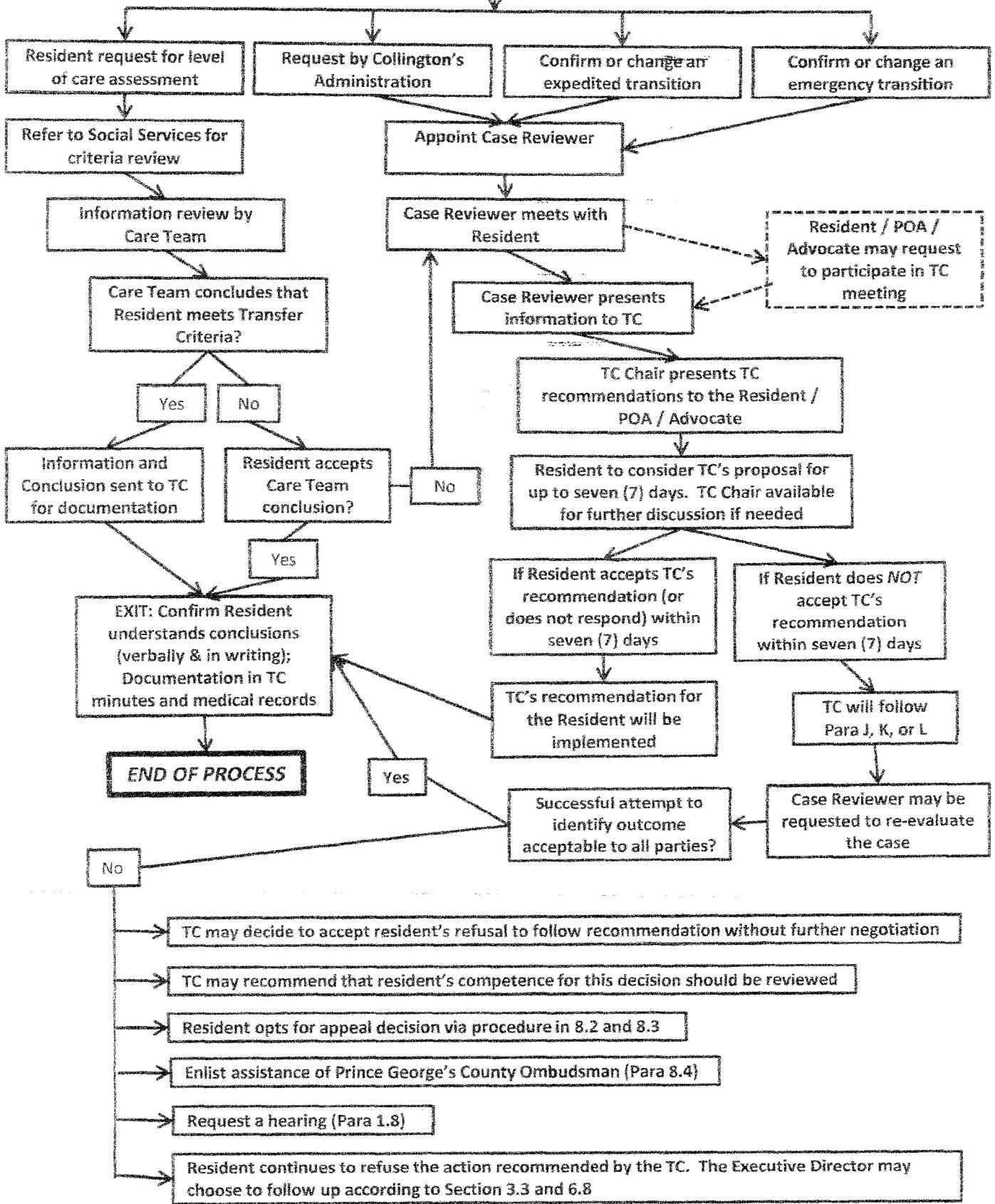


Transitions Committee (TC) Process

Outline Summary Algorithm for the steps to be used for all Residents being considered for or undergoing a transition



TRANSITIONS COMMITTEE (TC) PROCESS FLOW CHART

Introduction.

Over a year ago the Health Services Committee wished to provide a written policy and procedure document for the potentially complex process of Collington resident's transition into and out of the Creighton Center to address the perceived variability of process and emphasize sufficient involvement of residents in the process.

The resulting document has been accepted by both Collington's Residents Association and Collington's Administration. The document itself has tried to cover a large number of potential scenarios, and it therefore a rather complex document. In order to facilitate the understanding and usage of this Policy and Procedure, an outline summary flow chart has been developed indicating the steps for all residents being considered for or undergoing a transition.

Glossary of terms.

In order to conserve space within the algorithm, a number of abbreviations and terms have been used which are identified and explained below:

- **TC:** Transitions Committee
- **Emergency transition:** On occasion an acute clinical problem occurs for which an immediate action is required by the on-duty staff. This decision will then be reviewed subsequently by this TC process.
- **Expedited transition:** On occasion there are urgencies for action which preclude full transition issue review, and these decisions will similarly be reviewed subsequently.
- **Routine reviews:** may be either at the request of the resident or at the request of Collington's Administration.
- **Transitions Reviewer:** Will usually, but not always, be a member of the Social Services Department.
- **POA:** Power of attorney for healthcare issues may be appointed by a resident, and on occasion by the resident's family to act on behalf of the individual resident.
- **Resident Advocate:** Maybe a close family member or friend.

Specific paragraph sections refer to the Transitions Policy which may be obtained from the Social Services Department. It is planned for this document to be placed in the Resident's Handbook and online in the resident's website.

LPF, Chair of the Health Services Committee

11/23/15