

Maintaining Professional Boundaries 101

Caregiver services are personal in nature and require trust and rapport.



Do not exchange personal contact information. All contacts should originate through provider agency.

Do not share personal information with participants.

Do not visit participants outside of scheduled service times.

Do not accept gifts (including cash, food, and/or items) from participants.

Do not borrow from or lend to participants.

Do not make changes to the participant's schedule.

Do not become financial manager to participants.

Do not get involved in family issues/ dynamics.

Do not ask participant to sign timesheet before end of shift.

WHAT CAN YOU DO?

Be caring, trusting, respectful, friendly and dependable.

Advocate for participants.

Report any concerns to supervisor or VAAA.

Do inform your agency if participant requests a change to their schedule.

Failure to Comply may result in:

-Removal from participant's services

-Provider corrective action

-Job loss

-Increased provider audits

-Contract loss

Confirmation of provider review with staff is required.

VAAA
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I have received a copy of the Maintaining Professional Boundaries 101. I have read and understand the training and confirm that this training will be reviewed with all staff. I agree to maintain records of staff training identifying the trainee and date of training. I have no questions at this time.

Signature

Date

Name of Agency-Please Print