Nevada Governor’s Council on Developmental Disabilities

Policy # TBD

Adopted:

**SUPPORT PERSONS AND PERSONAL CARE ATTENDANTS CODE OF CONDUCT POLICY**

The Nevada Governor’s Council on Developmental Disabilities wants to ensure all Council members and Council sponsored event attendees have the support needed to fully participate in all Council meetings and activities.

Personal Care Attendants or PCA’s are based on the needs of the individual Council member.

The supports that may be provided include, but are not limited to assistance with:

* Transferring
* Dressing and other personal hygiene tasks
* Arranging transportation and driving when necessary
* Meals
* Understanding written materials and oral communications, before, during and after meetings
* Orientation to meeting space, restaurant, and overnight rooms.

Any support from the PCA’s or support staff for the individual council member during a Council meeting should be directed to the council member only unless the supporting staff is helping the Council member communicate. The supporting staff cannot participate in the Council business and should only sit at the Council Round Table if the Council member needs continued assistance.

The Council requires PCA’s and support staff to respect all Council members and Council Staff.

The PCA’s/Support staff’s Code of Conduct applies to all person providing support to Council members and must be always complied with. Support persons must immediately withdraw from any activities or encounters that are violations of this policy. Violations of the policy can result in termination of the agreement for the support person’s reimbursement payment if any reimbursement is being requested and or reimbursable. Also, the Council Chair can ask the Support Staff/PCA to kindly remove themselves from the meeting/event if the Chair feels the Support Staff is not adhering to the Council policies.

Support persons must also adhere to the following performance expectations:

* **Cultural Appropriateness**- The support person must be sensitive to and respectful of the cultural background, abilities and disabilities of the individual they are supporting and all members of the Council.
* **Confidentiality**- Support persons must keep the details of the supports provided to the Council members confidential. Support persons shall not include information gained through access to documents or other written materials.
* **Conflict of Interest**- Support persons must disclose any real or perceived conflict of interest that would affect their objectivity in the delivery of service.
* **Non-discrimination**- Support persons must provide supports without any discrimination on the basis of gender, disability, race, color, national origin, age, socio-economic or educational status, religious, political or sexual orientation.
* **Professional Demeanor**- Support persons must present themselves in an appropriate manner and dress. Support persons must refrain from alcohol or illegal drugs while providing supports to the Council members. Support person must also refrain from distractions such as cell phone use, personal conversations, and any other actions that many distract any member from performing their duties.
* **Inability to Perform Duties**- Support persons must be able to do their assigned task and if at any time he or she has reservations regarding their competency or abilities, they should immediately notify the person they are performing services for and withdraw as a support person.
* **Performance of Services to One Person at A Time**- The Support Person must only provide services to one person at a time. Additional services can be provided by additional Support Persons. However, no one Support Person shall perform services on more than one person at any given time.

**SUPPORT PERSONS MUST NOT DO ANY OF THE FOLLOWING:**

• Support persons must not accept additional money, consideration, gifts or favors for services from the member or other outside entities above the amount of compensation provided by the Council for providing supports to Council members.

• Support persons must not use the Council facilities, equipment or supplies for private or other’s gain or advantage, and/or attempt to use their position to secure privileges or exemptions.

• Support Persons must not express personal opinions or give advice about Council members or staff or about issues being discussed or considered by the Council before, during or after Council meetings, Committee meetings and Council sponsored activities.

• Support Persons who are observed attempting to influence the member through prompting or guiding will be removed from the meeting. Support persons do not address the Council other than they may in an identified public comment period.

I have read, understand, and agree to the above stipulations on what a support person to a Council member agrees to do and not to do. Refusing to sign this agreement will result in denial of approval for payment of support person services. The Support Person must sign this agreement on an annual basis. Only one form per Support Person is needed, even if they’re performing services for more than one member.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name