



Family Health Procedure

Procedure Number
WCDHB-PCN-0005

Version Nos:
5

1. Purpose

This Procedure outlines the process for the identification of specific health needs of individuals within the family/whanau and how they affect the family/whanau dynamics by West Coast District Health Board (WCDHB) Community Nursing staff (CN).

2. Application

This Procedure is to be followed by all CN staff throughout WCDHB.

3. Definitions

For the purposes of this Procedure:

Family/Whanau is taken to mean the grouping of adults and children living together and connected by either blood, marriage or relationship.

4. Responsibilities

For the purposes of this Procedure:

CN's are required to:

- provide cares and treatments as per the requirements of this Procedure
- document all observations and cares and treatments given.

5. Resources Required

This Procedure requires:

- i) Posters
- ii) Videos
- iii) Pamphlets
- iv) Books
- v) Booklets

6. Process

- 1.00 Evaluate referral documentation/request.
- 1.01 Make contact with family via phone, letter or home visit to arrange appointment.
- 1.02 Visit with family at appointed time.
- 1.03 Obtain consent.
- 1.04 Identify with family their health needs.
- 1.05 Assist family to formulate plan of action, through the provision of information, advice and options available.
- 1.06 Document plan of action as agreed to by all parties.
- 1.07 Make necessary arrangements/referrals where appropriate.



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- 1.08 Continue involvement with family to ensure plan of action is followed and modified as required.
- 1.09 Maintain ongoing evaluation and documentation of involvement with family.
- 1.10 Review and reassess any family that has an active involvement for the same reason(s) for more than 12 months and then every 3 months until family is discharged.

7. Precautions And Considerations

- ensure consent has been obtained
- document all results and findings
- ensure privacy and confidentiality and good communication

8. References

DHB Contract and Service Specifications

9. Related Documents

WCDHB Informed Consent Procedure

WCDHB Clinical Documentation Procedure

Revision History	Version:	5
	Developed By:	Public Health Nurses
	Authorised By:	Director of Nursing
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