

## Adult Residential Facilities Inspection Report

**Inspection type:**

Approval / New Certificate  
 Renewal of Certificate

Facility Name: Great Oaks

Date of visit: 2014/06/26

Current Certificate Expiry Date: 2014/05/31

Number of approved beds: 13

**Key: C = Compliance NC = Non-Compliance NA = Not Applicable**

Part 2. ADMINISTRATION		C	NC	Action required	Corrective action to be completed by	Compliance achieved on	NA
2.1	Ownership and Responsibility – the operator must						
	• provide proof of ownership	X					
	• display their Certificate of Approval in a common area	X					
	• ensure all staff sign an agreement to protect their confidentiality of all personal information of the residents	X					
2.2	Display an organizational chart	X					
2.3	Develop a Mission Statement and display it in a common area	X					
2.4	Develop goals and objectives	X					
2.5	Develop written policies and procedures						
	• administration	X					
	• personnel	X					
	• environment and security	X					
	• social environment	X					
	• resident care	X					
2.6	Have access to all relevant legislation	X					
2.7	Application process						
	• Coordinator has received application/renewal form	X					
	• Annual fee has been paid						

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2.10	Have an insurance policy covering all necessary areas						
	<ul style="list-style-type: none"> <li>proof of a minimum \$1,000,000 liability to cover residents for any accident, mishap or other incidents on the premises</li> </ul>	X					
	<ul style="list-style-type: none"> <li>liabilities to residents who are passengers in any vehicle owned by the operators. Employees using their own vehicle to transport residents must show proof of a minimum of \$1,000,000 liability coverage</li> </ul>	X					
	<ul style="list-style-type: none"> <li>proof of a minimum of \$1,000,000 liability to cover residents arising from any accident, mishap or other incidents incurred while on an outing either in the company of operators or their designates</li> </ul>	X					
2.11	Reporting an Incident						
	<ul style="list-style-type: none"> <li>ensure incidents are reported</li> </ul>	X					
	<ul style="list-style-type: none"> <li>verify that incident Report Form has been completed and sent to the Case Manager and ARF Coordinator within 24 hour and that a copy is in the resident's file</li> </ul>	X					
2.12	Notify deaths according to standard	X					
2.13	Report missing residents according to standard	X					
2.14	Discharge or Temporary Absence of a resident	X					
	<ul style="list-style-type: none"> <li>Personal Record of the Resident form has been forwarded to SD</li> </ul>	X					
	<ul style="list-style-type: none"> <li>Resident's Financial Form and Medication Records Form are forwarded to the new operator</li> </ul>	X					
2.21	Have a written process to hear the concerns of residents	X					

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Part 3. PERSONNEL							
3.1	Operators must adhere to all employment standards. Staff must						
	<ul style="list-style-type: none"> <li>provide medical form</li> </ul>						X
	<ul style="list-style-type: none"> <li>have a valid standard Emergency First Aid and Cardio Pulmonary Resuscitation certificate</li> </ul>	X					
	<ul style="list-style-type: none"> <li>comply with SD Record Check</li> </ul>	X					
	<ul style="list-style-type: none"> <li>comply with Criminal Record Check</li> </ul>	X					
	<ul style="list-style-type: none"> <li>be 16 years of age or over. Staff under 19 must be supervised by an adult primary staff member at all times while providing care services directly to residents</li> </ul>	X					
	Staff in Special Care Homes and Community Residences who provide direct care to the residents must meet the required training criteria	X					
3.2	Operators must maintain a personnel file for each employee containing the following information						
	<ul style="list-style-type: none"> <li>oath of confidentiality</li> </ul>	X					
	<ul style="list-style-type: none"> <li>complete medical form</li> </ul>						X
	<ul style="list-style-type: none"> <li>identifying information, for example, name, address and/or date of birth</li> </ul>	X					
	<ul style="list-style-type: none"> <li>documentation of qualifications that include professional qualifications</li> </ul>	X					
	<ul style="list-style-type: none"> <li>valid standard Emergency First Aid and Cardio Pulmonary Resuscitation Certificate as well as a verification of current registration</li> </ul>	X					
	<ul style="list-style-type: none"> <li>results of Social Development record Check and Criminal Record Check</li> </ul>	X					
	<ul style="list-style-type: none"> <li>orientation checklist</li> </ul>	X					
	<ul style="list-style-type: none"> <li>performance appraisals</li> </ul>		X	Performance evaluation on staff	ASAP	June /14	

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3.3	The operator encourages staff and board members (if applicable) to take part in educational activities	X					
3.4	The operator performs employee performance appraisals for each employee at the end of the probationary period and at least annually thereafter	X					
<b>Part 4. ENVIRONMENT AND SECURITY</b>							
All environment and security standards must be met for the following aspects							
4.1	Bedrooms						
	Bedroom measurements must						
	<ul style="list-style-type: none"> <li>provide a ceiling height of at least 2,13 meters (7 feet) over half of the required floor area. Heights less than 1,37 meters (4.5 feet) are not included in the floor area</li> </ul>	X					
	<ul style="list-style-type: none"> <li>have at least 9.2 square meters (100 square feet) per person for single occupancy or 6.7 square meters (72 square feet) per person for double occupancy</li> </ul>	X					
	Windows – each bedroom must have						
	<ul style="list-style-type: none"> <li>a glass area of at least five percent of the wall area</li> </ul>	X					
	<ul style="list-style-type: none"> <li>at least one window a minimum width of 60 centimeters (23,62 inches) and a minimum area of .55 square meters (5,92 square feet)</li> </ul>	X					
	For people in wheelchairs or the physically inactive						
	<ul style="list-style-type: none"> <li>each window must have a sill height of at least 60 centimeters (24 inches) and at most 80 centimeters (32 inches) from the floor</li> </ul>	X					
	<ul style="list-style-type: none"> <li>unobstructed view at a horizontal level from a sitting position</li> </ul>	X					

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Beds must have						
• space of at least 1 meter (39 inches) between them	X					
• single bed that is a minimum of 1.91 meters (75 inches) in length and a minimum of 1 meter (39 inches) in width	X					
• double bed that is a minimum of 1.37 meters (54 inches) in width	X					
• comfortable mattress	X					
• pillow and pillow case, 2 sheets and 2 coverings at minimum	X					
• clean bed linen as necessary, but at least once per week	X					
• clean coverings as necessary, but at least every 6 months	X					
• comfortable and waterproof sheets, when necessary	X					
Hospital Beds						
• are acceptable only if required for a specific resident	X					
• must have a written rationale placed on the file of the specified resident, as kept by the Operator	X					
Furnishings – bedroom furnishings must include						
• dresser, beside table and lamp, mirror, chair, waste basket made of non combustible material and other items indicated by Coordinator	X					
Privacy operators must provide bedrooms that						
• are self-contained with floor to ceiling walls and well fitting doors	X					
• do not access another room	X					

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	• are separated by gender, unless residents request other arrangements	X					
	• accommodate no more than two persons	X					
4.2	Bathroom must provide						
	• paper towel or client specific cloth towel	X					
	• liquid soap dispenser and tissue	X					
	• toilets and wash basins in a ratio of at least 1 per 3 residents	X					
	• at least 1 bathtub for 6 residents. Operators may substitute showers for bathtubs when safety permits and there must always be at least 1 bathtub or a barrier free accessible shower	X					
	• non-slip material on the bottom of each bathtub and shower	X					
	• ventilation with either a window or fan	X					
	• door for each bathroom that locks to ensure privacy but opens from the outside in an emergency	X					
	• access no more than one floor away for normal use	X					
	• grab bars conveniently located near the bathtub and toilet, if required by the residents	X					
4.3	Kitchen/dining room must have						
	• refrigerator, stove and sink in good working condition	X					
	• storage for all foodstuffs, cleaning supplies and other housekeeping products	X					
4.4	Hallways must be						
	• unobstructed	X					
	• well lighted	X					
	• at least 110 centimeters (43.33 inches) in width	X					

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	Steps of stairwell must						
	<ul style="list-style-type: none"> <li>be covered with non-slip material</li> </ul>						X
	<ul style="list-style-type: none"> <li>have a 90 centimeters (36 inches) banister on at least one side</li> </ul>						X
	<ul style="list-style-type: none"> <li>have a guardrail at least 105 centimeters (42 inches)</li> </ul>						X
4.5	Exits must be unobstructed and easy to open at all times						X
4.6	Recreation/common living area – there must be a separate area for						
	<ul style="list-style-type: none"> <li>indoor recreation that provides at least 30 square feet per resident</li> </ul>	X					
	<ul style="list-style-type: none"> <li>common living area that is fully furnished</li> </ul>	X					
4.8	Heating						
	<ul style="list-style-type: none"> <li>all rooms must have a temperature in the range of 21 degrees Celsius (70 degrees Fahrenheit) between 07:00 am and 11:00 pm and 18 degrees Celsius (64 degrees Fahrenheit) during the remaining hours of each day, except for special requests by residents</li> </ul>	X					
	<ul style="list-style-type: none"> <li>operators must not use portable heating units</li> </ul>	X					
4.10	Fire prevention						
	<ul style="list-style-type: none"> <li>instruct residents of the evacuation procedure on admission</li> </ul>	X					
	<ul style="list-style-type: none"> <li>post a written plan of evacuation</li> </ul>	X					
	<ul style="list-style-type: none"> <li>have monthly fire drills</li> </ul>	X					
	<ul style="list-style-type: none"> <li>record the date of each fire drill</li> </ul>	X					
	<ul style="list-style-type: none"> <li>smoke alarms are tested monthly</li> </ul>	X					
	<ul style="list-style-type: none"> <li>place fire extinguishers in accordance with the recommendations of the Office of the Fire Marshal</li> </ul>	X					

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	<ul style="list-style-type: none"> <li>enclose the furnace in accordance with the recommendations of the Office of the Fire Marshall when using a basement area</li> </ul>	X					
	<ul style="list-style-type: none"> <li>must maintain a record of all written corrective orders issued by the Office of the Fire Marshall and of the actions taken as a result of these actions</li> </ul>	X					
4.11	Fire safety requirements where residents are non-ambulatory						
	<ul style="list-style-type: none"> <li>fire safety requirements are met when residents are non-ambulatory</li> </ul>	X					
	<ul style="list-style-type: none"> <li>clients are ambulatory at time of admission in special care home</li> </ul>	X					
4.12	General requirements from the District Medical Health Officer or designate are met. Among them, operators must						
	<ul style="list-style-type: none"> <li>take soiled linen to laundry in an enclosed container. Do not handle laundry in food preparation or storage areas</li> </ul>	X					
	<ul style="list-style-type: none"> <li>remove garbage bags daily</li> </ul>	X					
	<ul style="list-style-type: none"> <li>inoculate pets annually</li> </ul>	X					
	<ul style="list-style-type: none"> <li>forbid smoking unless there is a designated smoking room</li> </ul>	X					
	<ul style="list-style-type: none"> <li>prominently display no smoking signs</li> </ul>	X					
	<ul style="list-style-type: none"> <li>lock hazardous or poisonous substances in a cabinet or in containers</li> </ul>	X					
	<ul style="list-style-type: none"> <li>have written approval from the Coordinator and inform the Office of the Fire Marshall to permit concentrators and liquid oxygen systems in residential facilities</li> </ul>	X					
	<ul style="list-style-type: none"> <li>must maintain a record of all written corrective orders issued by Public Health Inspectors and of the actions taken as a result of these actions</li> </ul>	X					



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4.13	First Aid – operators must ensure first aid kits are readily accessible	X					
4.15	Emergency preparedness plan exists and is reviewed annually	X					
<b>Part 5. RESIDENT CARE</b>							
5.2	Residents meet admission requirements						
	<ul style="list-style-type: none"> <li>residents have applied to FCS and completed a Long Term Care Assessment prior to admission</li> </ul>	X					
	<ul style="list-style-type: none"> <li>residents meet the eligibility criteria of the Long Term Care Program</li> </ul>	X					
	Private-pay residents meet the admission requirements and the following documentation is complete prior to the resident being admitted	X					
	<ul style="list-style-type: none"> <li>a copy of the medical certificate of the person</li> </ul>	X					
	<ul style="list-style-type: none"> <li>a copy of the examination or social assessment</li> </ul>	X					
	<ul style="list-style-type: none"> <li>a copy of the form – Admission of private-pay residents in a special care home (if used)</li> </ul>	X					
5.4	Individualized Service Plan (ISP) – operators must						
	<ul style="list-style-type: none"> <li>develop and implement an ISP for each resident</li> </ul>	X					
	<ul style="list-style-type: none"> <li>each ISP must be reviewed annually</li> </ul>	X					
5.5	Behaviour Management						
	<ul style="list-style-type: none"> <li>operators must ensure physical holding is used only as necessary to: prevent the resident from self-injury, react in self-defense or protect a third person</li> </ul>	X					
	<ul style="list-style-type: none"> <li>operators and employees must not utilize negative or degrading forms of corrective actions</li> </ul>	X					
5.6	Restraining devices are not used	X					

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5.7	Operators must ensure					
	• staff ratio for Special Care Homes is adhered to	X				
	• staff ratio for Community Residences is adhered to					X
	• staff must be awake in the night as per the standard	X				
	• exemptions granted regarding staff ratios are evaluated annually	X				
5.8	Nutrition Services - operators must					
	• make meals available to clients in accordance with Canada's Food Guide to Healthy Eating	X				
	• ensure meals are in accordance with a diet as prescribed by a doctor or dietician (if applicable)	X				
	• post a monthly menu for the residents	X				
5.9	Personal care					
	• staff in ARFs assists residents with their needs as related to personal care, self-sufficiency and cognitive functioning	X				
	Professional nursing and rehabilitation care can only be provided by nurses or rehab professionals. Delegation of these responsibilities can occur if the conditions in the standard are met	X				
5.12	Operators must ensure appropriate administration of medication, including					
	• providing a safe and secure storage system	X				
	• bringing all medication that is no longer needed to the pharmacy for safe disposal	X				
	• administer medications in accordance with the recommendations of the physicians, pharmacists or nurses	X				
	• Medication Record Form Part 1	X				

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	<ul style="list-style-type: none"> <li>Part 2 or any other medication control form approved by the ARF Coordinator</li> </ul>	X					
5.13	To appropriately handle communicable disease operators must						
	<ul style="list-style-type: none"> <li>isolate the residents suspected of having a communicable disease</li> </ul>	X					
	<ul style="list-style-type: none"> <li>have a physician examine the resident and give instructions to protect the other residents</li> </ul>	X					
5.14	Operators must						
	<ul style="list-style-type: none"> <li>provide access to necessary special services (i.e. health care, medical, dental, eye and hearing)</li> </ul>	X					
	<ul style="list-style-type: none"> <li>file a written record of all medical visits, consultations and treatments in the resident's file</li> </ul>	X					
5.15	Operators who are also trustees must						
	<ul style="list-style-type: none"> <li>complete the Agreement of Trustee form</li> </ul>						X
	<ul style="list-style-type: none"> <li>provide appropriate money management with regard to the resident's comfort and clothing allowance</li> </ul>						X
	<ul style="list-style-type: none"> <li>record expenditures made on behalf of residents, using the Financial Record Form</li> </ul>	X					
	<ul style="list-style-type: none"> <li>deposit valuables or monies in a safe place and keep a record of such items</li> </ul>	X					
5.16	Operators must ensure that each resident has a proper supply of their own clean personal clothing as selected by them, when appropriate	X					
5.17	Operators will maintain a personal file for every resident which includes						
	<ul style="list-style-type: none"> <li>individual service plan</li> </ul>	X					
	<ul style="list-style-type: none"> <li>application for admission</li> </ul>						X

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	• resident medical	X				
	• Long Term Care Assessment	X				
	• financial record	X				
	• personal record of resident	X				
	• medication records	X				
	• special approvals (for example, oxygen, insulin injections, hospital beds)	X				
<b>Part 6. SOCIAL ENVIRONMENT</b>						
6.1	Operators must provide an orientation to the facility to all residents upon arrival and departure	X				
6.2	Residents rights					
	• Residents have the right to confidentiality of information about them	X				
	• Residents are permitted to have visitors	X				
	• Residents are permitted to access to send and receive mail	X				
	• Residents are permitted access to telephone services	X				
	• Residents are permitted to access pastoral services	X				
	• Residents' family members are encouraged to be involved with and visit with residents	X				
	• Residents are permitted to keep personal possessions in their room, i.e. pictures, furnishings, etc.	X				

<b>External Reports</b>	<b>Date Inspected</b>	<b>Certificate Expiry Date</b>
Fire Marshall Inspection	2014/06/16	yyyy / mm / dd
Public Health Inspection	2014/05/21	yyyy / mm / dd
Public Safety (Elevator(s))	yyyy / mm / dd	yyyy / mm / dd