

Adult Residential Facilities Inspection Report

Inspection type:

Approval / New Certificate
 Renewal of Certificate

Facility Name: Seely Lodge Westfield Rd.

Date of visit: 2014/09/23

Current Certificate Expiry Date: 2014/08/31

Number of approved beds: 12

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"> proof of a minimum \$1,000,000 liability to cover residents for any accident, mishap or other incidents on the premises 	X					
	<ul style="list-style-type: none"> 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 	X					
	<ul style="list-style-type: none"> 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 	X					
2.11	Reporting an Incident						
	<ul style="list-style-type: none"> ensure incidents are reported 	X					
	<ul style="list-style-type: none"> 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 	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"> Personal Record of the Resident form has been forwarded to SD 	X					
	<ul style="list-style-type: none"> Resident's Financial Form and Medication Records Form are forwarded to the new operator 	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"> provide medical form 					X
	<ul style="list-style-type: none"> have a valid standard Emergency First Aid and Cardio Pulmonary Resuscitation certificate 	X				
	<ul style="list-style-type: none"> comply with SD Record Check 		X	Comply with SD check	2014/09/25	2014/09/25
	<ul style="list-style-type: none"> comply with Criminal Record Check 	X				
	<ul style="list-style-type: none"> 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 	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"> oath of confidentiality 	X				
	<ul style="list-style-type: none"> complete medical form 					X
	<ul style="list-style-type: none"> identifying information, for example, name, address and/or date of birth 	X				
	<ul style="list-style-type: none"> documentation of qualifications that include professional qualifications 		X	To be completed by Jan	2014/08/30	2014/08/30
	<ul style="list-style-type: none"> valid standard Emergency First Aid and Cardio Pulmonary Resuscitation Certificate as well as a verification of current registration 	X				
	<ul style="list-style-type: none"> results of Social Development record Check and Criminal Record Check 	X				
	<ul style="list-style-type: none"> orientation checklist 	X				
	<ul style="list-style-type: none"> performance appraisals 		X	Performance appraisals to be in staff files	2014/09/25	2014/09/25

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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					
Part 4. ENVIRONMENT AND SECURITY							
All environment and security standards must be met for the following aspects							
4.1	Bedrooms						
	Bedroom measurements must						
	<ul style="list-style-type: none"> 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 	X					
	<ul style="list-style-type: none"> 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 	X					
	Windows – each bedroom must have						
	<ul style="list-style-type: none"> a glass area of at least five percent of the wall area 	X					
	<ul style="list-style-type: none"> 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) 	X					
	For people in wheelchairs or the physically inactive						
	<ul style="list-style-type: none"> each window must have a sill height of at least 60 centimeters (24 inches) and at most 80 centimeters (32 inches) from the floor 	X					
	<ul style="list-style-type: none"> unobstructed view at a horizontal level from a sitting position 	X					

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Beds must have						
<ul style="list-style-type: none"> space of at least 1 meter (39 inches) between them 	X					
<ul style="list-style-type: none"> 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					
<ul style="list-style-type: none"> double bed that is a minimum of 1.37 meters (54 inches) in width 	X					
<ul style="list-style-type: none"> comfortable mattress 	X					
<ul style="list-style-type: none"> pillow and pillow case, 2 sheets and 2 coverings at minimum 	X					
<ul style="list-style-type: none"> clean bed linen as necessary, but at least once per week 	X					
<ul style="list-style-type: none"> clean coverings as necessary, but at least every 6 months 	X					
<ul style="list-style-type: none"> comfortable and waterproof sheets, when necessary 	X					
Hospital Beds						
<ul style="list-style-type: none"> are acceptable only if required for a specific resident 	X					
<ul style="list-style-type: none"> must have a written rationale placed on the file of the specified resident, as kept by the Operator 	X					
Furnishings – bedroom furnishings must include						
<ul style="list-style-type: none"> 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						
<ul style="list-style-type: none"> are self-contained with floor to ceiling walls and well fitting doors 	X					
<ul style="list-style-type: none"> do not access another room 	X					

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	<ul style="list-style-type: none"> are separated by gender, unless residents request other arrangements 	X					
	<ul style="list-style-type: none"> accommodate no more than two persons 	X					
4.2	Bathroom must provide						
	<ul style="list-style-type: none"> paper towel or client specific cloth towel 	X					
	<ul style="list-style-type: none"> liquid soap dispenser and tissue 	X					
	<ul style="list-style-type: none"> toilets and wash basins in a ratio of at least 1 per 3 residents 	X					
	<ul style="list-style-type: none"> 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					
	<ul style="list-style-type: none"> non-slip material on the bottom of each bathtub and shower 	X					
	<ul style="list-style-type: none"> ventilation with either a window or fan 	X					
	<ul style="list-style-type: none"> door for each bathroom that locks to ensure privacy but opens from the outside in an emergency 	X					
	<ul style="list-style-type: none"> access no more than one floor away for normal use 	X					
	<ul style="list-style-type: none"> grab bars conveniently located near the bathtub and toilet, if required by the residents 	X					
4.3	Kitchen/dining room must have						
	<ul style="list-style-type: none"> refrigerator, stove and sink in good working condition 	X					
	<ul style="list-style-type: none"> storage for all foodstuffs, cleaning supplies and other housekeeping products 	X					
4.4	Hallways must be						
	<ul style="list-style-type: none"> unobstructed 	X					
	<ul style="list-style-type: none"> well lighted 	X					
	<ul style="list-style-type: none"> at least 110 centimeters (43.33 inches) in width 	X					

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	Steps of stairwell must						
	<ul style="list-style-type: none"> • be covered with non-slip material 	X					
	<ul style="list-style-type: none"> • have a 90 centimeters (36 inches) banister on at least one side 	X					
	<ul style="list-style-type: none"> • have a guardrail at least 105 centimeters (42 inches) 	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"> • indoor recreation that provides at least 30 square feet per resident 	X					
	<ul style="list-style-type: none"> • common living area that is fully furnished 	X					
4.8	Heating						
	<ul style="list-style-type: none"> • 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 	X					
	<ul style="list-style-type: none"> • operators must not use portable heating units 	X					
4.10	Fire prevention						
	<ul style="list-style-type: none"> • instruct residents of the evacuation procedure on admission 	X					
	<ul style="list-style-type: none"> • post a written plan of evacuation 	X					
	<ul style="list-style-type: none"> • have monthly fire drills 	X					
	<ul style="list-style-type: none"> • record the date of each fire drill 	X					
	<ul style="list-style-type: none"> • smoke alarms are tested monthly 	X					
	<ul style="list-style-type: none"> • place fire extinguishers in accordance with the recommendations of the Office of the Fire Marshal 	X					

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	<ul style="list-style-type: none"> enclose the furnace in accordance with the recommendations of the Office of the Fire Marshall when using a basement area 	X					
	<ul style="list-style-type: none"> 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 	X					
4.11	Fire safety requirements where residents are non-ambulatory						
	<ul style="list-style-type: none"> fire safety requirements are met when residents are non-ambulatory 	X					
	<ul style="list-style-type: none"> clients are ambulatory at time of admission in special care home 	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"> take soiled linen to laundry in an enclosed container. Do not handle laundry in food preparation or storage areas 	X					
	<ul style="list-style-type: none"> remove garbage bags daily 	X					
	<ul style="list-style-type: none"> inoculate pets annually 	X					
	<ul style="list-style-type: none"> forbid smoking unless there is a designated smoking room 	X					
	<ul style="list-style-type: none"> prominently display no smoking signs 	X					
	<ul style="list-style-type: none"> lock hazardous or poisonous substances in a cabinet or in containers 	X					
	<ul style="list-style-type: none"> have written approval from the Coordinator and inform the Office of the Fire Marshall to permit concentrators and liquid oxygen systems in residential facilities 	X					
	<ul style="list-style-type: none"> 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 	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					
Part 5. RESIDENT CARE							
5.2	Residents meet admission requirements						
	<ul style="list-style-type: none"> residents have applied to FCS and completed a Long Term Care Assessment prior to admission 	X					
	<ul style="list-style-type: none"> residents meet the eligibility criteria of the Long Term Care Program 	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"> a copy of the medical certificate of the person 	X					
	<ul style="list-style-type: none"> a copy of the examination or social assessment 	X					
	<ul style="list-style-type: none"> a copy of the form – Admission of private-pay residents in a special care home (if used) 	X					
5.4	Individualized Service Plan (ISP) – operators must						
	<ul style="list-style-type: none"> develop and implement an ISP for each resident 	X					
	<ul style="list-style-type: none"> each ISP must be reviewed annually 	X					
5.5	Behaviour Management						
	<ul style="list-style-type: none"> 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 	X					
	<ul style="list-style-type: none"> operators and employees must not utilize negative or degrading forms of corrective actions 	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		Sept 24/14	
	• 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"> Part 2 or any other medication control form approved by the ARF Coordinator 	X				
5.13	To appropriately handle communicable disease operators must					
	<ul style="list-style-type: none"> isolate the residents suspected of having a communicable disease 					X
	<ul style="list-style-type: none"> have a physician examine the resident and give instructions to protect the other residents 					X
5.14	Operators must					
	<ul style="list-style-type: none"> provide access to necessary special services (i.e. health care, medical, dental, eye and hearing) 	X				
	<ul style="list-style-type: none"> file a written record of all medical visits, consultations and treatments in the resident's file 	X				
5.15	Operators who are also trustees must					
	<ul style="list-style-type: none"> complete the Agreement of Trustee form 					X
	<ul style="list-style-type: none"> provide appropriate money management with regard to the resident's comfort and clothing allowance 					X
	<ul style="list-style-type: none"> record expenditures made on behalf of residents, using the Financial Record Form 					X
	<ul style="list-style-type: none"> deposit valuables or monies in a safe place and keep a record of such items 	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"> individual service plan 	X				
	<ul style="list-style-type: none"> application for admission 					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				
Part 6. SOCIAL ENVIRONMENT						
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				

<u>External Reports</u>	<u>Date Inspected</u>	<u>Certificate Expiry Date</u>
Fire Marshall Inspection	2014/09/10	yyyy / mm / dd
Public Health Inspection	2014/08/05	yyyy / mm / dd
Public Safety (Elevator(s))	yyyy / mm / dd	yyyy / mm / dd