

Resident and Family Centred Care
Advisory Group



MINUTES

Meeting Date:	March 27 th ,2018	Meeting Time:	2:00
Chair:	Ken Rehman	Meeting Location:	4th Floor lounge
Recorder:	Kim Wright	Next Meeting Date:	April 24th, 2018
Attendees:	Ken Rehman, Lauren Richardson, Kim Wright, Gerry Hartlen, (family) Hilary Wellard, (resident) Krista O’Hearn, Kathy MacDonald, Suzanne M (resident), Julie L (resident), Kim Gallant (family), Margo Gallant (family), Amy Parker, Hayley (student), Pat P (resident)		
Regrets:			

1.0 Welcome and introductions

2.0 Meeting minutes from February 27th reviewed

3.0 Business Arising

3.1 Kitchen Renovations – To begin April 9th. Nutrition Services have been busy preparing with changes to menus, reallocation of storage and prep spaces. Residents should not notice too many changes in the menu. When prep space is limited, homemade soups will not be on the menu. During Phase 1- the dish room will not be unavailable. We will be providing disposable dishes with the exception of cutlery and mugs. A mobile kitchen will be brought in for the final phases.

Hilary expressed a concern about enough space to store her “feeds”. Lauren assured her that space has been provided for this storage.

Due to the renovation, the space in the Windsor Room and Conference Room is limited. Conference Room is being used for dry goods storage. We have had to make changes to our activity schedules and locations, meeting schedules, etc.

Action	Krista to place an information board outside the kitchen door with “Reno News” for residents, staff and families. Updates will also be posted in the elevators.
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3.2 Crafty Cronies continues on Tuesday evenings. It was decided by the core group (Hilary, Julie, Emma and Rona) to rotate the units every week so more residents can be involved. The group has not decided yet as to how the money made selling our Xmas crafts at the fall fair will be spent. Suggestions to donate to the Resident Fund or staff appreciation. We will continue to discuss our options. Residents enjoy this program and support everyone who attends.

3.3 Menu Planning Committee- Next meeting to be announced within the next two weeks. There has been good participation from residents on this committee which has resulted in improvements to the menus.

Action	Lauren to set date for next meeting and post for residents.
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3.4 Support Group/Education for families Dr Clarke, our Medical Director, is willing to offer an education evening. Kim has suggested to schedule for the fall after the kitchen reno and to make it an education session/social evening. Suggestions for education topics can be forwarded to Kim.

4.0 New Business

4.1 Stock Medications- Ken discussed the possibility that regular dosed over-the-counter medications that are currently supplied by SVNH may be provided by our pharmacy and included in the PAC MED system. The advantage this change would be less of a chance for medication errors and less time on the medication carts for our nurses- thus more time spent on the units. Disadvantage is the cost would need to be covered by the residents/families. Other nursing homes have been doing this for a while. Ken is looking for input from residents and families.

Action	Ken will follow up with our pharmacy for more details and will provide residents/families with updates.
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4.2 SVNH Equipment- SVNH is discussing any resident using a SVNH wheelchair will be charged a monthly rental fee. This fee will help offset the cost of maintenance and repairs to the wheelchairs. In early discussions.

Action	Ken will update residents/families when more info is available.
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4.3 Strategic Plan- Meetings have been held with residents, families, staff and other stakeholders since early January to develop our strategic plan. Next phase is to provide a survey for our stakeholders to offer comments on the plan thus far. The survey was reviewed by today's attendees. Surveys will be distributed next week to our residents, families, staff and stakeholders. We encourage everyone to complete and offer your input.

Action	Ken to send out survey to stakeholders early next week.
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4.4 New policies- the revised Advanced Care Directive Policy was discussed. Family members present discussed how the old care directive form was confusing. Asked to review the new form and offer input. Form is to be completed on admission, yearly during the Resident Care Conference and if there is a change in the resident's condition. The new policy reflects the care that SVNH can now provide in house to offer comfort for our residents without sending them to hospital due to better means of pain control, Extended Care Paramedics and Care by Design Physicians (we always have a physician on call) and the use of VON in providing IV antibiotics.

Action	Attendees to review policy and offer feedback to Kim
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4.5 Alzheimer Walk- May 6th - Anyone is welcome to join the SVNH team for the Alzheimer Walk. Details can be found on our Facebook page. The team has already started fundraising. A “new-to you” uniform sale was held last week and raised \$150. Any questions, contact Kim Wright at kwright@svnh.ca

Action	Kim to order t-shirts for registered walkers next week.
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5.0 Round Table-

5.1 Families updated on the current outbreak. Easter Services have had to be cancelled but the outbreak appears to be winding down. Thanks to all the residents, staff and families.

Action	Ken will have the declaration of the outbreak being over posted on our web page
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Respectfully Submitted,

Kim Wright