

Resident and Family Centred Care
Advisory Group



MINUTES

Meeting Date:	February 27 th , 2018	Meeting Time:	2:00
Chair:	Kim Wright	Meeting Location:	4th Floor lounge
Recorder:	Lauren Richardson	Next Meeting Date:	March 27 th , 2018
Attendees:	Winnie Forbes, Deenie Lacourse, Rona Cathcart, Lauren Richardson, Kim Wright, Colleen Meisner, Gerry Hartlen, Hilary Wellard, Krista O’Hearn, Kathy MacDonald, Carl Hublely, Andrea Gorman, Harold Wells.		
Regrets:	Ken Rehman		

1.0 Welcome and introductions

2.0 Meeting minutes from November 21st, 2017 were distributed

3.0 Kitchen Renovations – Beginning in early April, we will be renovating our main kitchen to install a new ventilation system. The project will take approximately four months and will be in four “phases”, each phase impacting a different area of the kitchen. In the last phase of the project, the cooking area of the kitchen will be shut down and we will be using a mobile kitchen. At this time, the menus will be modified slightly. During the entire period of the renovations, the Windsor Room will be unavailable for resident activities.

Action	Hold weekly meetings with Nutrition Services and Maintenance staff to plan the various phases of the renovations.
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4.0 Fall Fair – All monies generated from the fair (held each year at the end of November) go towards resident programs or needs (i.e. lobster luncheon, new patio chairs). We rely on donations from staff, residents and families for “new to you” items as well as volunteers to help at the fair.

Action	Kim Wright is leading a resident craft program “Crafty Cronies” every Tuesday evening between 6-8pm. Crafts made by the residents will be sold at the fall fair. All residents are welcome.
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5.0 Outbreak – In November, four residents on one unit developed cold symptoms and the unit followed precautionary measures for a period of time. Swabs were sent and it was determined not to be influenza. We have since had no further cases of flulike symptoms.

6.0 Menu planning Committee – We had our second meeting in early February, which was attended by 15 residents. The residents expressed that they were very pleased to see their suggestions incorporated into their menu plan.

Action	The next menu meeting will be in mid April (date TBD). All residents and families are welcome to attend.
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7.0 Support group/ Education for families – The webinars have not been well attended. Exploring another venue. Kim is purchasing books for a “library”.

Action	Kim to contact Dr. Barry Clarke, to present at a “family night”.
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8.0 Stock Medication – Deferred to next meeting

9.0 Quality report – Reviewed by Kim. Quarter 3 – 2017.

- Med errors- very low
- Falls – 93 in the last quarter – Goal is to reduce injury from falls. Recommend using hip protectors and crash mats where appropriate.
- Restraints- new policy in effect. Need a doctor’s order to initiate the use of a restraint plus extensive discussion with the family.
- Infections – our rate is very low
- Pressure injuries – providing education at unit level on preventing pressure injuries.

10. Strategic Planning – We have had numerous meeting with all stakeholders – residents, families and staff - to formulate our upcoming strategic plan. We also have a “core group” who meet regularly. We are close to developing our new Vision and Mission Statement. Still looking for input.

Action	White boards, flip chart paper on all units , please provide your input
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10.0 Alzheimer’s walk- May 6 – If anyone is interested in joining us for the walk, please contact Kim Wright.

11.0 Round table:

- Gerry Hartlen – No concerns, happy with the care provided to her sister. Kim encouraged all to read Emma Boudreau’s “Life Story” in her room.
- Hilary Wellard – Having fun with the “cronies” on Tuesday nights, writing a book
- Carl Hubley – No concerns at present. His mom, Mary loves the food, staff on 2nd floor very friendly.
- Harold Wells – After four months, his wife is settling in. Very content on the 6th floor. Very pleased with the staff.
- Winnie Forbes – Eldon has good and bad days. She will be attending his care conference tomorrow.

- Colleen – Caterings from kitchen will be on hold during the renovations so rec staff will be purchasing items for functions. In process of changing some of the rec programming to better serve our population.
- Andrea Gorman – Concerned over the lack of social stimulation for her mother since she broke her hip. Colleen reassured her that Recreation will be providing more one –on one time with her mother as well as including her in on unit programs. Wondering why there is no addition on the sixth floor? Kim explained that we do not have the funding for this right now and encouraged her to bring her mother to the 4th floor addition when she visits.
- Lauren – We will be having “Nutrition Bingo” on March 12th.

Respectfully Submitted,

Lauren Richardson