

Resident and Family Centred Care Advisory Group



MINUTES

Meeting Date:	October 24, 2022	Meeting Time:	1330
Chair:	Lauren Richardson (Clinical Dietetic Manager)	Meeting Location:	Chapel
Recorder:	Amy, Recreation Therapist	Next Meeting Date:	Nov 28, 2022
Attendees:	Ella, Theresa, Elizabeth, Gloria, Dorothy (Residents 5 th floor) Bill, Julie, Hilary (Residents 4 th floor) Elaine, Shirley, Irenaeus, Edna, Janice, Jackie, Marilyn, Russ (Residents 2 nd floor) Maureen, Mel, Patricia, Julie, Debbie, Nadine, Ann (family members) Debbie C (Resident Care Manager, Infection Control Designate), Ken (Director of Care), Marisa (Recreation Therapist), Sara (Physiotherapist), Laura (Occupational Therapist), Kathy (Resident Services Manager)		
Regrets:	Krista (Director of Operations), Angela (Executive Director), John (Maintenance and Facility Manager), Debbie M (Chaplain)		

1.0 Welcome and Introductions.

2.0 Appointment of secretary: Amy Parker

3.0 Business arising

3.1 Covid 19 response: We are reaching the end of our Covid outbreak on 3rd & 6th floor; 14 residents on 3, 6 on 6th floor. All have recovered. Waiting for public health to declare it over. Families are now able to remove masks in non-covid resident rooms. We will be giving out flu shots and fall covid booster shots (Bivalent - ½ the original vax, ½ omicron variant) next week. Residents will receive both at the same time. We will likely have a Covid booster every fall. Family asked if we check the resident's records for previous boosters. Yes, we do. Family asked how many residents have been vaccinated? Almost all residents have had at least 3 doses. Need to wait 120 days to get the bivalent booster if you've had Covid. The family asked if staff get their covid shots here? No, not usually. Do get their flu shot here.

3.2 Capital Projects:

6th Floor Redesign

No updates, put on hold until we consult with Architect.

Booster Pumps

These pumps force water to the upper levels of the building.

This project is 90% complete. The contractor still has some electrical switches to install.

The pumps have been running for about two weeks.

Hot Water Pump replacement

These pumps supply hot water to the heating coils in the air handling units.

Still in the engineering and Design phase.

Most likely to take place in early summer after the heating season ends.

Replace Two clothes Dryers in Laundry Dept.

This project was completed 2 weeks ago.

5th Floor Nurses Station Renovation

Will start at the end of October, or first week of November' the project should take approx. 2 weeks. It will be a small renovation and will include a new workstation, ceiling, lighting, painting, and rest area in front of the elevators

5th & 3rd - Floor covering

Will not take place until the spring.

Emergency Requests

Chiller A Replacement 1st Floor.

The project has been awarded to a contractor.

The Project start date has not been determined. It will likely be early spring for the installation.

Chiller B Repair

The Condenser Coils have been replaced, so this project has been closed.

Variable Frequency Drives.

The VFD's in the Penthouse is still ongoing.

The fan motors have been replaced and the VFD for the return unit has been installed.

The VFD for the Supply Fan has also been installed.

3.3 Recreation/Pastoral Care updates: We will be having a variety of Halloween events, including pumpkin people contest, pumpkin carving. We will also be watching a Halloween movie in the Windsor Room. A Remembrance Day service will be held on Nov. 11 at 10:30 with a recording of The Last Post. With Christmas on its way we will be having a full schedule of events including parties, light tours, musical events, and a New Year's levy.

In both November and December, we will have RC Church on Wednesdays and United Church services once a month. The Presbyterian Church is expected to come in December, as well. On December 23rd we will have a Christmas service for the residents.

3.4 Resident and Family Newsletter: Our inaugural issue will be ready on Nov. 7th. Copies will be available at reception and in digital format on our website.

3.5 Meal Service Improvement Plan: We are in the process of exploring going digital for our meal service. It is hoped that we will be able to upload Resident diet "books" to an iPad. Currently we are working with Supercity (IT) on developing our own application. Stay tuned!

3.6 Meeting Schedule: Meetings will be held the 4th Monday of every month (except Dec, July and Aug) at 1:30 in the Chapel. Invites will be emailed the week prior to the meeting and signs posted in the elevators.

3.7 Crafty Cronies: Having a sale of their Christmas cards on Friday, Oct. 28th from 9-2 in the lobby.

4.0 New Business

4.1 **Resident & Family Rights & Responsibilities:** distributed to the group. This document was developed looking at other facilities around the country. Any input welcomed.

4.2 **Nursing Hours Increase:** The Gov't has approved an increase in the number of hours of care/resident to 4.1. We are currently funded for 2.45 hrs of care for CCA staff and 1.1 hrs for registered staff/resident/day. Over the next few months, Ken will be working on the nursing schedules and collaborating with the unions to determine how many additional positions will be required. This increase will result in more staff = improved care. Family asked if it will be hard to fill these new positions? We now have an HR person and therefore less vacancies. Not expecting to have a hard time filling the vacancies. Family stated the past few months it seems like there is less staff on duty – hoping for a change with the increase in care hours.

4.3 **Resident Care Goals:** Deferred.

4.4 **Licensing Report:** Mid-year license – Aug. 12th Deficiencies identified; hazardous products in Environmental Services cart unlocked - this was rectified and followed up with staff. Found expired meds and wound treatments (dressings) - have developed a process to prevent this from happening. CCA's not documenting when doing checks. Must be done at the time, not at the end of their shift. Staff locker room door against fire regulations – has been fixed. Unlabeled personal care items

4.5 **Restraints:** We are a least restraint facility. Restraints can mean multiple things, including physical (belts, gates) and chemical (medication). Is reviewed regularly by the Multidisciplinary team if restraint is needed and why. Must have consent by family to use. If restraint is needed – follow a process prior to implementing.

5.0 **Round Table:** Family questions – door murals, where are we at on that project? Lauren will contact Angela re: same. Do we have a family fundraising committee? Not at present. Some families would be interested in starting same. Will touch base with Ken. Lauren also to add this to newsletter.

6.0 Next Meeting: November 28, 2022.

Respectfully Submitted,

Amy Parker