

# RFCC Advisory Team Minutes



<b>Meeting Date:</b>	January 28,2025	<b>Meeting Time:</b>	1330
<b>Chair:</b>	Kathy MacDonald	<b>Meeting Location:</b>	Chapel/Zoom
<b>Recorder:</b>	Joanna Johnson	<b>Next Meeting Date:</b>	February 24,2025
<b>Attendees:</b>	Debbie C (DORC); Ken R (CEO); Amy P (Rec Ther); Debbie M (Chaplain); John (Facilities and Maint Manager); Scott/Glenn (5 <sup>th</sup> floor); Hilary (res-4 <sup>th</sup> ); Helen (res-2 <sup>nd</sup> ); Cathy (res 2);Leyola (res-2); Richard (family 2); Dan (family 3); Linda (family 6); Judith (family 5); Gerry (res 4); Cheryl (family 4); Jeff (family 3); Don/Eileen (family 5); David (family 3); Eric (family 3); Tracy (family 2); Dan (family 3)		

- 1.0 Welcome and introductions-
- 2.0 Additions to the Agenda: will add as the meeting progresses

### 3.0 Business arising from the minutes

3.1 Agenda Item: COVID response (Joanna)

Discussion: At the time of the meeting, we have both an RSV and a COVID outbreak on the 3<sup>rd</sup> floor, however, it should be declared over by the end of the week. We had 3 residents with RSV, and 2 residents with COVID. All residents must remain on the floor, and not come off until after the outbreak has been declared over.

Joanna sent an e-mail to all SDMS with an updated Consent for Treatment form attached to it. Anyone who was admitted to the facility after September 2024 will have signed the updated Consent for Treatment which includes all COVID booster, RSV and Influenza vaccines. There are approximately 40 residents who have not received the RSV vaccine. Check the SPAM folders of your e-mail in case the e-mail is there.

Action items: Joanna to continue to monitor the building for symptomatic residents, and send swabs as needed.

3.2 Agenda Item: Capital Project update

Discussion: The flooring project is still ongoing, however, there are only a few more areas to complete. The last area will be the 2<sup>nd</sup> floor dining room which will take approximately 2 weeks to complete. During this time, residents will not be able to eat in the dining room, we will set up the tables in the solarium, or residents will be eating in the hallway/rooms.

The chiller for the roof will be installed in February/March. Also the exterior chapel stairs will be replaced within the next few months.

3.3 Agenda Item: Recreation/Pastoral Care Updates (Amy P)

Discussion: Some of the activities for February are a roving cart for Valentines Day, BINGO, Music on Saturdays with a variety of groups performing. February is also Recreation Therapy

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Month, so there will be some information in the lobby as to what Recreation Therapy entails. We have more of the Tru Door decals (10 per floor), so if you feel that your loved one would benefit from one of these on their door to help locate their room, then follow up with Amy (ext 119).

As for Pastoral Care, we will continue to have a variety of denominations come in to provide services to the residents. The Korean Church has taken a small break but will be back in March. Please check the recreation calendars. We are also looking for volunteers in Pastoral Care, so please spread the word.

## 4.0 New Business

### 4.1 Agenda Item: CCA Standardization

Discussion: The Department of Seniors has looked at the roles of the CCA across the province, and due to the different levels of competencies, they decided to standardize the role across Nova Scotia. The directive deadline is to be completed by March 31, 2025. During their education, CCAs are taught how to take vital signs, administer medicated creams/puffers/eye drops, perform nail care etc. The role will remain the same, however, they will have a few more tasks that they will be able to perform.

We have hired a Coordinator of Staff Development to assist with education of the CCAs. Once they are all trained then we will have someone to oversee that they maintain their new competencies.

### 4.2 Agenda Item: Staff Development

Discussion: Tracy who was the Director of Quality and Risk will be leaving at the end of February which will allow a change in the management team. We will have the new Coordinator of Staff Development; Joanna will no longer be the Resident Care Manager for the 6<sup>th</sup> floor, she will be overseeing Infection Control/Quality/InterRai; Taralee Walsh will be the Resident Care Manager for the 4<sup>th</sup> floor and overseeing the Leadership; Judy Changwony will become the Resident Care Manager for the 5<sup>th</sup> and 6<sup>th</sup> floor. We have posted the Resident Care Manager for the 2<sup>nd</sup> and 3<sup>rd</sup> floor with interviews to take place within the next few weeks.

### 4.3 Agenda Item: Safety

Discussion: Please do not let any person into the elevator or stairwell without checking with the nursing staff first. We had a recent incident when a resident was let into an area that was not authorized as the resident was carrying a purse and looked like a potential visitor, and asked for the code to get out. Residents will often ask if you can open the door or how to get out, redirect them to the nursing staff. We do have a wanderguard system which a resident who is at a high risk to wander will wear a bracelet. If they are in close proximity to the lobby door it will activate a loud beeping noise.

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## 4.4 Agenda Item: Fire Plan

Discussion: This was recently revised, and we have had a few drills under the new plan. All the units have a walkie talkie, and the fire warden and scene commander also have their own walkie talkie that is assigned and handed off each shift. If a drill is occurring while you are visiting, stay with your loved one, and the staff will direct you to what or where you need to be going. One family member asked if all the fire wardens wore a vest, as at the Supreme Court every floor had a fire warden that had to wear a vest/hat.

The fire warden who liaises with the fire department is the only one to wear a red vest, and has the list of all the residents/staff who are in the building in the event that there does have to be an evacuation.

## 4.5 Agenda Item: Disaster Plan

Discussion: We are updating our Disaster plan with the assistance of KPMG who is been contracted by the Provincial Government. The fires of 2023 taught us some valuable lessons due to some of the nursing homes being required to be evacuated.

## 4.6 Agenda Item: Pets

Discussion: We are seeing more and more dogs coming in to visit with the residents, which is wonderful to see the smiles on their faces. Just a reminder that they must be on leashed or contained at all times, and not left alone. They must not be in the dining room if there is food being served as per Public Health Requirements. Also due to Leah (cat on 2<sup>nd</sup> floor), families are to refrain from bringing in lilies or poinsettias.

**5.0 Roundtable:** Several family members expressed lovely positive comments about the care that their loved one is receiving from our staff which is always wonderful to hear.

**6.0 Adjournment: 1430**