

RFCC Advisory Team Minutes



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| Meeting Date: | September 20, 2024 | Meeting Time: | 1315 |
| Chair: | Kathy MacDonald | Meeting Location: | Chapel/Zoom |
| Recorder: | Joanna Johnson | Next Meeting Date: | October 28, 2024 |
| Attendees: | Anna L (Family- 6 th floor); Caylene (Dietician); Hayley (Dietician student); Tracy (Dir, Quality/Risk); Judy (RCM); Debbie (Dir Res.Care); John (Maint Mgr); David (Family- Res 4); Linda (Family- 6 th floor); Anna (Family-2 nd floor); Amy P (Rec Therapy) | | |

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

3.0 Business arising from the minutes

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| 3.1 Agenda Item: COVID response (Joanna) | |
| Discussion: Currently there is a COVID outbreak on the 4 th floor with 7 active cases, no new cases since September 28 th . | |
| Influenza and COVID vaccines will be given in late October/early November, and then the one time RSV vaccine will be given in November/December. The consent from treatment form has been updated to include COVID and RSV vaccine, so as the SDMs come to visit, ask the Clinical RN if you can sign the updated form if in agreement with the COVID vaccine being given every 6 months (or the frequency that is determined by the Medical Officer of Health). | |
| Action items: Joanna to continue to monitor the building for symptomatic residents, and send swabs as needed. | |
| Person Responsible: Joanna | Deadline: ongoing |

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| 3.2 Agenda Item: Capital Project update | |
| Discussion: In the 1 st week of October the corridors for the 2,4,6 floors will be resurfaced, along with the 2 nd floor dining room, and the Windsor room, and down that corridor. Prep work will be starting on those floors. The actual project will take place in the evening/night time to prevent as little disruption for the residents and staff. | |
| 2) New blinds will be installed in all of the resident rooms in the first week of October as well. Units have been made aware to start removing items from the window sills to assist in this project. | |
| Person Responsible: | Deadline: |

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| 3.3 Agenda Item: Recreation/Pastoral Care Updates (Amy P) | |
| Discussion: The October calendar will be going up shortly, some of the special activities are a Thanksgiving supper, Halloween Pumpkin carving, roving cart for Halloween, Staff dressing up for Halloween to name a few activities. Our 4 summer students have gone back to school so there | |

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| <p>is less assistance for the Recreation Department, so the calendar might not look as full. There will be some Citadel high Coop students starting soon, who will be visiting with residents and helping with programs.</p> <p>As for Pastoral Care, we will continue to have a variety of denominations come in to provide services to the residents. The Korean Church is back from the summer break, and was a very popular activity this past Monday with 37 residents attending the hymn sing with them. Please check the recreation calendars.</p> | |
| Person Responsible: Recreation Staff | Deadline: |

4.0 New Business

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| <p>4.1 Agenda Item: Unit Dining Room Fridges</p> <p>Discussion: There have been some concerns that food families are bringing in and not being thrown out in a timely manner, or are taking up too much space in the fridge. If food is being brought in, please see the RN/LPN to have a resident label sticker put on it, and make sure the date the food was brought in is also on the label.</p> | |
| Person Responsible: | Deadline: |

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| <p>4.2 Agenda Item: Resident Care and Quality of Life Survey 2024</p> <p>Discussion: This was sent out on May/June, we had 62 surveys completed. 94% of the surveys had positive feedback from the survey, some of the items that we had improved on from the 2023 survey were communication; meal choices and temperature of the food.</p> <p>The E-board in the lobby is now working, and this will be another communication tool that is used to provide information to families and staff.</p> | |
| Person Responsible: | Deadline: |

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| <p>4.3 Agenda Item: 100 Women Who Care</p> <p>Discussion: This is a group of women who have all committed to donating \$100 of their own money to be awarded to various charities/organizations. They meet every month and award a donation to one of the many applications that they receive. Saint Vincent's was recently awarded the September's donation, and it will be used towards improving the garden with resident friendly furniture.</p> | |
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| Person Responsible: Ken | Deadline: |

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| 4.4 Agenda Item: Safety | |
| Discussion: Due to the encampment across the street, we have hired a security company to do some drive by and patrols during the night as a deterrent. At this time, we have not had any issues, however, it is a preventative measure. | |
| Person Responsible | Deadline: |

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| 4.5 Agenda Item: Strategic Plan | |
| Discussion: Our plan is expired, and we will be working on the next Strategic Plan which will be either 3 or 5 year plan. We have contracted HANS (Health Association of Nova Scotia) to help develop this plan. There will be a survey for families and employees to complete to provide information as to what we should be working on, and the direction we want this plan to go. Once the plan has been approved by the Board of Directors, it will be presented to the RFCC meeting. | |
| Person Responsible: | Deadline: |

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| 4.6 Agenda Item: HuddleBoard/Leadershift | |
| Discussion: Tracy reviewed quality improvement plan, and the idea with the huddleboards/leadershift concept. Staff see an inefficiency and as a team works on a solution as a team, to date over 50 tickets have been completed. Also discussed that the Resident Care Managers have a status meeting on a daily basis with the RN/LPN on the units to discuss what is happening on the unit, and how to solve/address potential concerns. | |
| The management team is also taking their Green Belt Training in Lean Six Sigma over the next 5 months. | |
| Person Responsible: | Deadline: |

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| 4.7 Agenda Item: Abuse Concern on 4 th floor | |
| Discussion: Family member on the 4 th floor regarding the recent PPCA complaint, and have the two staff been fired. Ken advised that we have been working with the Department of Seniors and developed an action plan which was approved by them, and that we are currently working on. | |

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| Advised that due to confidentiality, we cannot advise the outcome of the meeting for the staff members that were involved in this incident. | |
| Person Responsible: | Deadline: |

5.0 Roundtable: Family member from 6th floor asking about the over the toilet riser which has rust on it. Joanna has since replaced it, and thrown the other away.

6.0 Adjournment: 1400