

Fairmount Home Meeting Minutes

Management Team

Date: September 5, 2013
Time: 9:30 AM.
Location: Fairmount Boardroom

Present: Julie Shilington
Mary Lake
Tom Mercer
Gail Williams

1. Welcome and Introductions

Julie welcomed everyone to the meeting.

2. Adoption of Minutes of the Previous Meeting

The minutes of the meeting dated August 29, 2013 were approved as circulated.

3. Additions to Agenda under Other Business

4. Delegations

5. Communications

6. Business Arising out of Minutes

a) "We Love Your Opinion" Book

Julie had not checked the book prior to the meeting.

b) Locking Care Carts (all units)

Mary advised the remaining doors have been installed on the 1North care carts. She advised that we will need to purchase eight more carts in order to have locking doors on all carts. Julie has put the cost of the carts and doors in the 2014 budget.

- c) 1North Air Balancing Test (humidity)

Tom advised that the air balancing is scheduled for September 9th.

- d) Bomb Threat Exercise

Action: Julie to contact police to see if an officer can come out to help us review our bomb threat policy.

- e) Surplus Kitchen Equipment (food carts and steamer)

Action: Tom to follow up to see where we stand with disposal of the surplus kitchen equipment.

- f) Swipe Verification Form Update

Julie advised that this will be removed from the agenda.

- g) Nursing Software

Julie has a teleconference scheduled today with MED e-care to discuss a further demonstration. Gail will sit in.

- h) Deicing RFP

Tom has forwarded the one response to Paul and Marian for their comments.

Action: Tom to ensure decision is made on the deicing RFP.

- i) Café Procedures Draft

Action: Tom to draft cafe policies and procedures.

- j) Evacuation List Locations

Julie advised she had no further responses from the OANHSS member forum post. She suggested we leave the lists where they are and suggested we look at how often we update them. Perhaps we could update the one at the main

entrance daily and the others on a weekly basis. It was agreed that we would have this discussion when Debbie returns.

Action: Julie to discuss location of evacuation lists at meeting on September 19th.

k) Council on Aging Corporate Membership

The team agreed the educational opportunities offered by the Council on Aging were worth the membership costs. Julie wanted to check the budget before paying the membership.

Action: Julie to check membership fees budget to ensure there are funds available for membership in the Council on Aging.

l) Flashlight Trial

Julie advised the new flashlights have arrived.

m) Bungee Walker

Gail has an estimated value of \$4,000. She noted that it would be donated to the Brockville General Hospital and that she has forwarded Julie the information.

Action: Julie to forward value of bungee walker and information on site that could possibly use the walker to Liz.

n) Falls Assessment Form

Julie asked Gail if she would look at the forms again so she can ensure she gives Dorothy the proper direction in combining them.

Action: Julie and Gail to look at the forms to ensure that Julie gives Dorothy the proper direction in combining them.

o) QI Display on Dietary Staff Satisfaction

Action: Tom to work with Lorraine to complete a QI display on Dietary Staff Satisfaction.

p) Pathways Gazebo Roof Replacement/New Gazebo

Action: Julie and Tom to meet to discuss gazebo roof replacement in the Pathways and the purchase of a new gazebo with the grant funds.

q) Relocation of Heat Lamps in Tub Rooms

Julie advised that Dave McShane had Beehlers in last week and is awaiting the quote.

Action: Tom to follow up to ensure quotation received for the relocation of the heat lamps in the tub rooms.

r) Scent Awareness Policy Approval

Debbie has asked Angelique to put this policy back on the senior management team agenda at the County.

s) 1South Activity Room Chair Order

Action: Julie to meet with Dorothy to determine the order for chairs.

t) By-Pass Code for Roam Alert

Julie spoke to Dave Millard who indicated that he needed to get the main code for the bypass from Cintel before he could change the current code.

Action: Julie to follow up again with Dave Millard to see when the Roam Alert by-pass code is going to be changed.

u) Lift Policy Update

Julie advised she has updated the policy but not the appendices.

Action: Julie to update lift policy appendices that are in the draft policy folder.

v) 1North Baseboard Replacement/Vents

Julie has asked Dale for a quotation for a new piece of carpet at the end of the 1North wing and the rubberized baseboard in the same area. Dave McShane indicated he had given Tom a price for vent replacement.

Action: Tom to follow up with Dale to get the quotation for the carpet and baseboard. Tom to follow up with Dave McShane to get the cost of replacing the vents.

- w) Auction Items

Action: Julie to prepare bids sheets for auction items.

- x) New Vaccine Fridge for Medical Team Room

Action: Tom to get a quote for a commercial fridge for the vaccine.

- y) Hand Hygiene Posters in Staff Washrooms

Mary put the posters up in the staff washrooms.

- z) Investigation of Bones Found in Fish

Julie advised that Sara spoke to the Sysco representative who indicated that the supplier guarantees 99.5% boneless. He advised that if this happens again staff should save the food and let him know. Sara advised staff of such.

- aa) Exercise Classes/Restorative Care Policy

Julie signed off on the Exercise Class, Restorative Care and Physiotherapy policy updates. Mary noted that she is still working on the Recreation policies. Gail noted that there are no policies other than the general statement under the Education section of the manual.

Action: Mary to follow up with Melissa to ensure she has completed her review of the Recreation policies. **Julie** to review Education section of policy manual.

- ab) Door Sign for Documentation Assistant Office

Action: Mary to follow up with Documentation Assistants regarding the need for a door sign.

- ac) Work Plan Updates

Julie moved the therapy required program into the restorative care program on the work plan.

- ad) Attending Nurse Practitioner Contract

The signed contract has been received.

- ae) 1South Staff-Donated Money

Action: Mary to speak to staff to ensure they all would like Keurig coffee machines in their work areas.

- af) Butterfly Program

The team reviewed the white butterfly policy. It is on the agenda for the September Residents' Council meeting. Julie won't sign the policy until Residents' Council has had the chance to provide input.

Action: Julie to follow up with Melissa after Residents' Council meeting to ensure they wish to proceed with the white butterfly policy.

- ag) Email to Registered Staff Concerning Items in the Medication Fridge

Gail issued the email to staff regarding what can be in the fridge and why.

- ah) Palliative Care Volunteer Training Session

Gail emailed Lynda to let her know about the training.

- ai) Feeding Residents (sit/stand)

Mary spoke to staff about this at her 1North unit meeting. She was advised that one resident was too tall for staff to sit to feed and others were "grabby". She meets with 1South tomorrow. The team agreed that we should try the feeding stool to see if this would eliminate the perceived need to stand. It is on wheels so staff can roll away when they are being grabbed and it is also height adjustable.

Action: Mary to locate feeding stool for staff to try to see if it eliminates the perceived need to stand to feed.

- aj) Thermometer Calibration Policy to Sara

Julie advised that Sara provided the training to staff based on the Fairmount policy.

- ak) Budget Equipment List

The team reviewed the outstanding items for purchase. Mary noted that she has gotten the pricing for the beds and is just awaiting the bedside table pricing. The universal shower chair will be on site for trial September 26th. The new mattress is here for trial now.

Action: Tom to ensure serving warmer replacement, office carpet replacement, pathways work and servery countertop replacement is complete prior to year end. **Julie** to follow up with Dave Millard to ensure bi-annual call system confirmation is scheduled.

al) Night Float Staffing on 1North

Julie is meeting with the staff member from 1North about the night float staffing today.

Action: Julie to provide an update on the meeting regarding the night floats at the September 12th meeting.

am) OANHSS Exercise Survey

Julie completed the survey.

an) Summer Student (casual position)

Julie and Tom spoke and decided not to offer the student casual work as she is not willing to take the Food Service Worker Certification program.

ao) Fire Inspection Follow-Up

Julie advised that Dave McShane confirmed we are ready for the follow up inspection. She noted that the magnetic locks on the Old House exit doors were disconnected.

ap) Email to RNs on Location of Dietary Schedule

Julie emailed the RNs to advise them that a copy of the dietary scheduled is now in their RN schedule binder.

aq) Critical Incident Policy

Julie advised that she will have the CI policy updated with the regulatory changes in time for their September 15th implementation.

Action: Julie to update the Critical Incident Reporting policy to reflect the changes made to the LTC Homes Act regulations.

7. New Business

a) Resident Care – Compliance, Accreditation, Classification

- i) Compliance
- ii) Accreditation
- iii) Residents' Council Update
- iv) Pandemic Supplies

Julie found an old pandemic supply list and wondered where the current list is kept. Mary noted it is in the company directory under Fairmount Infection Control but thought it should really be appended to our Pandemic Plan.

Action: Mary will update the pandemic supply list and append it to the Pandemic Plan.

v) Family Request

Mary noted that a family was bringing in a cake for their parent's 64th anniversary and wanted to know if it was ok to share with the residents. Julie advised it was ok as long as it was not home-baked and staff served it.

vi) MSSA

Mary advised that she has scheduled September 26th at 2:00 pm to complete the MSSA. She also advised that Dr. Gaskin in here one week on Tuesday and Thursday and the next week on Wednesday and Thursday am.

vii) 1North Unit Meeting

Mary advised that staff are wondering if they have to wear their aprons when feeding residents. The team discussed and Gail suggested that the dietary inspection protocol be checked. They also asked if the door alarms by the auditorium could be moved to 1South.

Action: Mary to check the dietary inspection protocol to see if there is any mention of staff needing to wear aprons when feeding residents. **Julie** to ask IT if the door alarms by the auditorium can be rerouted from 1North to 1South.

viii) Nurse Practitioner Phone

Mary advised that a family member had left a message on the NP phone but the NP message had not been changed to reflect the fact that there is no NP for a few weeks.

Action: Mary to contact IT to get access to the NP voicemail to change message.

ix) Resident Moves

The team discussed some issues with the location of several residents. A three-way move will be done by the end of the week. It was noted that one resident is walking through the dining room on 2N and handling the placemats and shirt-savers which are being placed on the tables too far in advance of meal service.

Action: Tom to speak to dietary staff to ensure they are not putting place mats and shirt savers on the tables too far in advance of meal service.

x) Recreation Board

A PSW asked Tom if there was any way that she could get a board with some screws and things that couldn't be removed that could be put on the wall in the small lounge on 1N for people to play with. Julie advised we used to have a board like that for one of our men on 1N. Mary suggested that he have the PSW speak to Recreation.

Action: Tom to advise PSW to speak to Recreation about recreation board with screws, etc.

xi) Humidity in 1North Tub Room

Gail advised a PSW slipped in the tub room due to the humidity and asked about dehumidifiers. Tom advised there are two in the service hallway and can be placed in the tub rooms - staff just need to ask.

Action: Gail will ensure that a dehumidifier gets put in the 1North tub room.

xii) Education Survey

There were 10 responses to the survey. The team will focus on the priorities identified by most respondents.

xiii) Coroners Report

The RN could not find the electronic coroners report through favourites on the computer on 2nd floor. When IT investigated it appeared the link had been removed on 2nd floor. The team agreed to have IT put the link on the staff intranet where it cannot be removed. Julie noted that we will have to change the applicable policy and Gail advised we will have to change the nurse quick reference instructions as well.

Action: **Gail** to ask IT to put the link to the electronic Coroners Report on the staff intranet. **Mary** to update the policy referencing the electronic Coroners Report once the link to the report is put on the intranet and ensure the nurse quick reference book is updated as well.

b) Support Services

i) Snack Cart

Tom received an email from a PSW advising that she was told by a dietary aide that she cannot put trays on the bottom of the snack cart. The team agreed there is no issue with putting a tray on the bottom of the cart. Julie wondered if the concern from dietary was related to washing the trays as they would be coming to dietary after they have finished washing dishes.

Action: **Tom** to advise PSW that it is ok to put trays on bottom of snack cart and follow up with the dietary staff member to see why she told the PSW she could not.

ii) Thermometer Calibration Training

Tom advised that he has asked Sara to ensure that she is following up with those staff who have not had the training.

iii) Water Line

Tom advised the work is complete and the contractor will be here on Monday to backfill the holes.

iv) Solar Panel Project

Tom advised the RFP is complete and the project is moving forward.

v) Sodexo Trainee

Tom advised a Sodexo staff member from Queen's is on site for a couple of days. He is transitioning into long-term care and is here with the dietitian and Manger of Food Services looking at work flow and compliance.

c) Treasury

i) 2014 Budget

Julie noted that she has reviewed the draft 2014 budget. We still need to input some of the capital numbers and she will need to talk to Dave Millard about moving to point of care for nursing next year.

Action: Julie to speak to Dave Millard about moving to point of care for nursing in 2014.

d) Administration

i) Concerns

Gail received a concern from some staff regarding another staff member. She met with the staff member and provided some strategies which should help with performance.

Mary met with a resident's family regarding their concern over his lack of foot care. She noted that the PSW responsibility for nail care is being discussed at unit meetings, the policy has been distributed and she is going to speak to registered staff about taking a larger role in nail care. However she does feel that PSWs need more training around general nail care.

Action: Mary and Gail to talk about training for PSWs around general nail care.

ii) Risk ID's

Julie received two risk identifiers about contractors propping open the loading dock door. The first came from a kitchen staff regarding maintenance contractors. Julie has posted a sign on the door that it is not to be left propped open and asked maintenance staff to remind the contractors of this. The second was received from a maintenance staff regarding the kitchen contractor propping the door open. The team agreed it would be beneficial to meet with both individuals and a health & safety representative to come up with a response.

Action: Julie to set up meeting with the maintenance and dietary staff who submitted risk identifiers regarding the loading dock door.

iii) Work Plan

iv) Auditorium

Julie noted that we will have to have the auditorium cleared out by the end of September.

e) Human Resources

i) Staffing

An ad for casual cooks will be in the newspaper this weekend. We have a temporary PT-6 RPN vacancy but it will be posted as permanent in November so we will just fill it day to day.

f) Health & Safety

i) Monthly Fire Drill

ii) Management Inspections

Schedule:

Julie – June 13, 2013, November 7, 2013

Tom – February 8, 2013, July 11, 2013, December 12, 2013

Rosemarie – March 7, 2013, August 8, 2013, January 11, 2014

Gail – January 11, 2013, April 11, 2013, September 12, 2013

Mary – May 9, 2013, October 10, 2013

g) Information Technology

h) Communications

i) Education Information Sharing (Staff Attendance at Conventions/Workshops)

j) Quality Improvements/Audits

i) Hazard Analysis Report (Quarterly-November)

ii) Complaint Documentation Report (Quarterly-October)

- iii) Symptoms Report (Monthly-August report due in September)
- iv) Near Misses/Incident Reports (Quarterly-November)
- v) Restraint Audits (Monthly – done the 3rd week, report the 4th week)

8. Other Business

9. Confirmation of time, date and location of next meeting

10. Adjournment