

Fairmount Home Meeting Agenda

Management Team

Date: October 18, 2012

Time: 9:30 a.m.

Place: Fairmount Boardroom

Members: Julie Shillington Mary Lake
 Deb Crawford Gail Williams
 Tom Mercer Rosemarie Christian Jones

1. Welcome and Introductions
2. Adoption of Minutes of the Previous Meeting
Adoption of the minutes dated October 11, 2012.
3. Additions to Agenda under Other Business
4. Delegations
5. Communications
6. Business Arising out of Minutes
 - a) "We Love Your Opinion" Book
 - b) Finger Food Policy
 - c) Ferno Chair Instruction Sheet
 - d) Medical Equipment - Policies, Auditing & Cleaning
 - e) Scent Awareness Policy
 - f) Care Carts with Doors
 - g) Use of QUAT Cleaning in Norovirus Outbreak
 - h) Well Project Process
 - i) Hot Cart Replacement
 - j) Fire Drill Scenarios
 - k) County Eyewash Signs
 - l) Snoozelen Policy
 - m) Fire Plan Updates
 - n) Knee Height Tool
 - o) Emergency Call Back List

6. Business Arising out of Minutes

- p) Nursing Equipment - Replacement Plan
- q) Cafe Cash Register
- r) Single Linen Carts
- s) Door Protection on Med Carts
- t) Abuse Policy Updates
- u) Hot Weather Guidelines
- v) Emergency Plan Updates
- w) Policy on Employee Incident Reporting
- x) IP&C Nursing Audit Form
- y) Rechargeable Batteries for Pagers
- z) 1N Humidity RFP
- aa) Removal of Servery Hoods
- ab) Food Donations Policy
- ac) Raw Food Budget
- ad) Canned Soup Usage
- ae) New Chart Rack
- af) Review of Ethics Policy
- ag) Charge for Electrocardiograms
- ah) Centric Restorative Nursing Audit
- ai) Resident Incident Reporting Codes
- aj) Completion of Steam Diversion on New Steamer
- ak) Delete Access to Care Care Email
- al) Montessorri Methods for Dementia
- am) Restorative Care Policies
- an) Flu Clinics for Staff
- ao) Foot Care Fee Changes
- ap) Pathways Maintenance
- aq) Detailing of Blue Van
- ar) Budget Meeting
- as) Doors in Lounges
- at) Schedule Bomb Threat & Missing Resident Exercises
- au) Stock Checklist
- av) Schedule Mandatory Training Days for Staff
- aw) HIN Claims

6. Business Arising out of Minutes

- ax) CHICA Canada Practice Recommendations for IT Devices
- ay) Reporting Responsive Behaviours
- az) Assessment of Wall Units in Resident Rooms
- aaa) Location of Maintenance Electrical Inspections
- aab) Changes to Management Inspection Form
- aac) Painting Program
- aad) Location of Evacuation Lists
- aae) Smell in Janitor Room
- aaf) Updates to MSDS Binder
- aag) Labeling of Broken Glass Pail
- aah) Documentation of Correction Action - Servery Fridges
- aa) RN Emergency Box

7. New Business

- a) Resident Care – Compliance, Accreditation, Classification
 - i) Compliance
 - ii) Accreditation
 - iii) Residents' Council Update
- b) Support Services
- c) Treasury
- d) Administration
 - i) Concerns
 - ii) Risk ID's
 - iii) Work Plan
 - iv) Positive Deviance in LTC
 - v) Staff Xmas Party
- e) Human Resources
 - i) Staffing
- f) Health & Safety
 - i) Monthly Fire Drill
 - ii) Management Inspections

Schedule:

f) Health & Safety

Tom – June 13, 2012, November 7, 2012

Rosemarie – February 8, 2012, July 11, 2012, December 12, 2012

Gail – March 7, 2012, August 8, 2012, January 11, 2013

Mary – April 11, 2012, September 12, 2012

Julie – May 9, 2012, October 10, 2012

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-December)

iii) Symptoms Report (Monthly-February report due in November)

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