

Fairmount Home Meeting Agenda

Management Team

Date: February 21, 2013

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
3. Additions to Agenda under Other Business
4. Delegations
5. Communications
6. Business Arising out of Minutes
 - a) **"We Love Your Opinion" Book**
 - b) Dietary Workflow Team
 - c) Posting of Evacuation Chair Instructions
 - d) Scent Awareness Policy
 - e) 1North Care Carts (locking doors and curtains)
 - f) Update of Fire Drill Report
 - g) Snoozelen Policy
 - h) Fire Plan Updates
 - i) Approval of Updated Emergency Callback List
 - j) Update of Emergency Plan - External Evacuation Sites
 - k) 1North Humidity
 - l) Garbage Receptacle Lids for Pathways
 - m) Bomb Threat Exercise
 - n) Missing Resident Info Package for RN Quick Reference Book
 - o) Spare Doors for Resident Wall Units
 - p) Scabies Policy/Checklist
 - q) 2North Documentation Room

6. Business Arising out of Minutes

- r) Storage Unit
- s) Notification to Families during Power/Phone Outages
- t) Lift/Repositioning Policy Drafts
- u) Performance Appraisal Trial
- v) Staff Survey
- w) Swipe Verification Form Update
- x) 11-7 Duty List Policy (weights)
- y) Diet Order Policies
- z) QI Training
- aa) Batteries/1North Door Cylinder
- ab) Recycle Bins at BBQ Smoking Area
- ac) 2014 Budget-Allocation of Applesauce/Fruit Rite
- ad) Paid Sitter/Companion Agreement
- ae) Website Content
- af) Laundry Labels
- ag) Printer/Scanner for Receptionist
- ah) Ontario LTC Homes Policy and Procedure Management Meeting
- ai) Local WeCare Manager Info
- aj) Restorative Care Policies
- ak) Specimen Labels (RN)
- al) PIECES Training
- am) Removal of Smoking Hut
- an) Van's Mobile - Hood Cleaning Schedule
- ao) ESA Service
- ap) Copier Access for Sodexo Staff
- aq) Eye Wash Spouts (caps)
- ar) Basic Room Lettering
- as) Hand Hygiene Coach - Environment Team
- at) RFP for Nursing Software
- au) 1North Nourishment Cart
- av) Resident Photo Consent
- aw) Communication - Installation of Lock on 2nd Floor Servery
- ax) Quality Life Contract
- ay) Tai Chi Charter
- az) Extra Table in 1South Dining Room

6. Business Arising out of Minutes

- aaa) LED Light Bulb Trial
- aab) Confined Space Ruling (Bio Disc space)
- aac) Push Plates for Med Room Doors
- aad) De-Icing Costs
- aae) Penny Sign for Cafe
- aaf) 2South Fan
- aag) Snow Clearing by RN

7. New Business

- a) Resident Care – Compliance, Accreditation, Classification
 - i) Compliance
 - ii) Accreditation
 - iii) Residents' Council Update
 - iv) Euchre Table/Chairs in Veteran's Area
- b) Support Services
- c) Treasury
- d) Administration
 - i) Concerns
 - ii) Risk ID's
 - iii) Work Plan
- e) Human Resources
 - i) Staffing
- 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-May)

ii) Complaint Documentation Report (Quarterly-March)

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

iv) Near Misses/Incident Reports (Quarterly-May)

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