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COMMUNITY CARE FACILITIES LICENSING REPORT

Facility Information:
Courtyard Gardens
7051 Moffatt Road
Richmond, BC V6Y 3W2

Facility Number: 3120014
Report Number: 14
Inspection Date: August 8, 2006
Contact Name:
Community: RCC4

Site Phone: 604-273-1225 Site Fax: 604-273-9253

Facility Category: CCFL - Residential, Intermediate Care
Inspection Type: Routine: N/A
Action(s) Taken: Information Exchanged
Delivery Method: Electronic Mail

Opening Comments and Observations:
Routine inspection by appointment with
Facility is considering converting some of their RN positions to LPN positions. Please submit proposal to Licensing for consideration.

Observations and Recommendations

CCFL - Residential: Admin - Policies & Procedures

- 1 New: 0 / Resolved: 0
A policy/procedure regarding missing or wandering residents is available to staff.
There is a well organized, accessible policy and procedure manual on site.
A policy/procedure regarding use of restraints is available to staff.
Resident Abuse Policy should be modified to include the necessity to immediately report allegations of abuse to Community Care Facilities Licensing (CCFL). Policy should also indicate that CCFL staff is responsible for leading/directing investigation into abuse allegations. Please revise policy and send a copy to licensing.

CCFL - Residential: Admin - Licensing

- 2 New: 0 / Resolved: 0
Number of residents and type of service provided is consistent with that specified on the license.
The current Community Care Facilities License is prominently displayed.

CCFL - Residential: Staffing - Manager

- 3 New: 0 / Resolved: 0
The current manager has completed the process of approval by CCFL.
There is a manager responsible for the day to day operation of the facility.

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CCFL - Residential: Care - Care/Supervision

- 4 New: 0 / Resolved: 0
At the time of inspection, appropriate and adequate care and supervision is provided to meet the needs of residents.

CCFL - Residential: Care - Restraints

- 5 New: 1 / Resolved: 0
Three resident have restraints when in wheelchair. Families of residents have requested these restraints to ensure residents' safety.
A restraint is currently is use and is as minimal as possible.

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Facility Contact:

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Observations and Recommendations

**CCFL - Residential: Care - Restraints**

Ensure that residents' care plans indicate type of restraint to be used.

Residents have padded fabric restraint belts applied across chest area. Please consult OT on whether a lap belt would be more appropriate.

Care plan should indicate regular frequency of need for reassessment of restraint (at least every 30 days). Ensure that the results of the reassessment are recorded.

Please complete the Restraint Monitoring Checklist for each of the three residents who have restraints and forward a copy to Licensing.

**CCFL - Residential: Records/Plans - Resident Records**

6 New: 1 / Resolved: 0

Not all resident have TB screening information on file

There is a separate, confidential record for each resident.

Residents' records contain their name, date of birth, sex, date of arrival.

Residents' records contain the phone number of sponsor, contact person or next of kin, and emergency contact, name and phone number of physician.

I will send a copy of TB Screening Policy to Judy, along with a sample copy of a TB Risk Screening form.

**CCFL - Residential: Records/Plans - Care Plans**

7 New: 1 / Resolved: 0

Care plans are reviewed regularly and modified according to resident needs.

If restraints are used for a resident, the care plan does not include a detailed plan on use of restraints.

Care Plans are readily available to care staff.

Please ensure that care plans include necessary details for residents who require restraints

**CCFL - Residential: Records/Plans - Oral Care Plan**

8 New: 1 / Resolved: 0

Each resident does not have an oral care plan.

Oral care plans are required for all residents. I will send a sample plan to Judy.

**CCFL - Residential: Medications - Storage/Labeling**

9 New: 0 / Resolved: 0

Discontinued medication is returned to pharmacy.

Oral medications are stored separately from topical medication.

Medication storage area is well lit and is located where staff have convenient access.

Expired medication is returned to pharmacy.

Medication cabinet is clean and well organized.

Medications are stored in a safe and secure manner.

**CCFL - Residential: Medications - Administration**

10 New: 0 / Resolved: 0

Staff have not made handwritten changes to medication labels or packages.

Appropriate arrangements are made for medication administration when away from the facility.

Medication is kept in original labeled container until administered. There is no evidence of pre-pouring of medications.

As appropriate, medication is supplied in blister-packaging.

Medication has been provided and labeled by the appointed pharmacy.

Only staff members administer medications to a resident.

**CCFL - Residential: Medications - Records**

11 New: 0 / Resolved: 0

Medications are recorded on the Medication Administration Record as prescribed.

Medication Administration Records are provided by the facility's pharmacist.

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Observations and Recommendations

**CCFL - Residential: Medications - Supervising Pharmacist**

12 New: 0 / Resolved: 0

The supervising pharmacist serves on Medication Safety and Advisory Committee and provides consultation to staff.  
A supervising pharmacist has been appointed.  
The supervising Pharmacist visits and audits every three months (facility) or every year (home).

**CCFL - Residential: Medications - Medication Safety & Advisory Committee**

13 New: 0 / Resolved: 0

A Medication Safety and Advisory Committee meets regularly.

**CCFL - Residential: Medications - Policies & Procedures**

14 New: 0 / Resolved: 0

A policy on storage of medications is available to staff.  
A policy on medication administration is available to staff.  
A policy on response and reporting of medication errors is available to staff.  
A policy on medication administration recording is available to staff.

**CCFL - Residential: Physical - Structural/Maintenance**

15 New: 1 / Resolved: 0

There are four parking stalls situated directly in front of windows in resident bedrooms.  
**Recommend installing safety barrier, (perhaps posts) between parking stalls and bedroom windows.**  
**Cupboard door in shower room requires re-installation.**  
**Trim on shower room floor requires re-installation.**  
**Lock on rear exit door is required to be replace as per directive from Richmond Fire Department from August 2005.**

**CCFL - Residential: Physical - Housekeeping/Sanitation**

16 New: 0 / Resolved: 0

Hazardous materials are stored in a safe and adequate manner.  
The facility is maintained in a clean and sanitary condition.

**CCFL - Residential: Physical - Equipment/Furnishings/Room Arrangement**

17 New: 0 / Resolved: 0

All bedrooms have window coverings that are in good repair.  
Bedroom furnishings are kept in a sanitary condition and in good repair.  
Common area furnishings are kept in a sanitary condition and in good repair.  
Residents are permitted their own furniture, ornaments or other personal possessions.

**CCFL - Residential: Health/Safety - Hygiene**

18 New: 0 / Resolved: 0

Liquid hand soap and disposable towels are readily available at all appropriate sinks in bathrooms, kitchen, laundry room.  
Appropriate disposable gloves are available to staff.

<b>Owner or Agent Acknowledgement</b> _____ I have read and understood this report.	<b>Inspector</b> _____ Dawn Bourne,
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