

Vancouver Coastal Health

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COMMUNITY CARE FACILITIES LICENSING REPORT

Facility Information: Royal Arch Masonic Home 7850 Champlain Vancouver, BC V5S 4C7 Site Phone: (604) 437-7343	Facility Number: 3082017 Report Number: 66 Inspection Date: June 20, 2006 Community: 46
Facility Category: CCFL - Residential, Intermediate Care Inspection Type: Routine: N/A Action(s) Taken: Information Exchanged Delivery Method: Fax	
Opening Comments and Observations: Met with DOC, to review facility.	

Observations and Recommendations

CCFL - Residential: Admin - Policies & Procedures

- 1 New: 0 / Resolved: 0
P & P are reviewed as needed and Q 5 years
A policy/procedure on resident abuse is available to staff.
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 responses to sudden illness and emergencies is available to staff.
A policy/procedure regarding use of restraints is available to staff.
There is a process in place for reviewing and updating the facility's policies and procedures.

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: Admin - Incident Reports

- 3 New: 1 / Resolved: 0
The facility will send "Unexpected Illness" incident reports to CCFL, as per Section 10.6(2)(3)(4) of the Adult Care Regulations.

CCFL - Residential: Staffing - Manager

- 4 New: 0 / Resolved: 0
When the manager is away for more than 21 days, CCFL is advised of the replacement.
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: Staffing - Staffing Patterns

- 5 New: 0 / Resolved: 0
4 RNs on Days and Evenings and 2 on nights. No LPNs as yet. Care Aides full time and part time. Part time CAs are used in the areas and the time of day where staff feel resident need requires it.

CCFL - Residential: Staffing - Qualifications/Training/Orientation

- 6 New: 0 / Resolved: 0
A suitable orientation is provided to all new staff members.

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Observations and Recommendations

Regular staff meetings are held and minutes are recorded.

CCFL - Residential: Staffing - Records

7 New: 0 / Resolved: 0

Criminal record checks are also done on volunteers.
Records of staff TB screening and required immunizations are kept on file.
Copies of staff medical certificates, certifying that the person is medically capable of carrying out assigned duties, are kept on file.
Copies of staff Criminal Record Checks are kept on file (Child/Youth).
Copies of staff degrees, diplomas and certificates are kept on file.
Personnel records are kept in a secure location.
Copies of staff resumes are kept on file.
Copies of staff reference checks are kept on file.

CCFL - Residential: Care - Admission/Screening/Orientation

8 New: 0 / Resolved: 0

Tuberculosis screening is done for residents prior to admission.
A resident is confined to a wheelchair and the bedroom, bathroom and dining room facilities have been designed or modified to accommodate.
~~There is an admission screening procedure in place.~~

CCFL - Residential: Care - Care/Supervision

9 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 - Supervision by Health Care Professional

10 New: 0 / Resolved: 0

A qualified employee is responsible for supervision of care staff, coordination and monitoring of care activities and managing emergencies and unusual situations.

CCFL - Residential: Care - Policies

11 New: 0 / Resolved: 0

Residents are assisted in obtaining health services as required.
Residents' privacy is respected and confidentiality of personal information practiced.
Non-emergency transfers to hospital are done only on the direction of resident's physician.

CCFL - Residential: Care - Oral Health

12 New: 0 / Resolved: 0

Consent for dental care is obtained on admission. Residents may remain with their own dentist or participate in the UBC program whereby the dentist and the hygienist come into the facility to do their assessments and work.
Residents are encouraged to obtain a dental examination at least yearly.
Residents are assisted in maintaining daily oral health.
Residents are assisted in following recommendations from dental health professionals.
Residents are assisted in obtaining dental services as required.

CCFL - Residential: Care - Restraints

13 New: 0 / Resolved: 0

Restraint use is documented in the care plan.
Adequate training is provided to staff regarding the use and monitoring of restraints.
Need for restraint is reassessed within 24 hours after the first use, and then reassessed appropriately at adequate intervals.

CCFL - Residential: Care - Telephone

14 New: 0 / Resolved: 0

There is a conveniently located accessible telephone for residents - with private line.

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CCFL - Residential: Care - Laundry

- 15 New: 0 / Resolved: 0
Adequate laundry services are provided.
Adequate infection control guidelines are in place.

CCFL - Residential: Care - Visitors

- 16 New: 0 / Resolved: 0
Residents can communicate with visitors in private.
Residents can choose when they will receive visitors.

CCFL - Residential: Records/Plans - Resident Records

- 17 New: 0 / Resolved: 0
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.
Residents' records contain TB screening and immunization record.

CCFL - Residential: Records/Plans - Care Plans

- 18 New: 0 / Resolved: 0
Care plans are reviewed q3 months or as needed and after return from hospital or upon requests.
All residents have Fall Risk assessments as well as Pain Screening done.
Care plans are reviewed regularly and modified according to resident needs.
If restraints are used for a resident, the care plan includes a detailed plan on use of restraints.
Care Plans are readily available to care staff.
Care plans are completed within six weeks of admission.
Care plans take into consideration the abilities, the physical, social and emotional needs and the cultural and spiritual preferences of the residents.
Residents and/or family are encouraged to participate in the care planning process.
A care plan has been developed and implemented for all residents who have resided in the facility for two or more weeks.
If a resident self-medicates, a plan for self-medication is included in the care plan.
Care plans include a plan for health care, oral health, nutrition, and recreation and leisure activities.

CCFL - Residential: Medications - Storage/Labeling

- 19 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.
Approved self-administered medications are kept in a safe and secure manner.
Medications are stored in a safe and secure manner.

CCFL - Residential: Medications - Administration

- 20 New: 0 / Resolved: 0
At time of inspection, medication is administered in an appropriate fashion.
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 - Physician Orders

- 21 New: 0 / Resolved: 0
Medication has been prescribed by a physician.

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CCFL - Residential: Medications - Physician Orders

CCFL - Residential: Medications - Records

22 New: 0 / Resolved: 0

Medications are recorded on the Medication Administration Record as prescribed. Changes in prescriptions are appropriately made on Medication Administration Record. Medication Administration Records are provided by the facility's pharmacist. Medication Administration Records are maintained and retained for at least one year.

CCFL - Residential: Medications - Self-Administration

23 New: 0 / Resolved: 0

A self-medication plan is recorded in resident's care plan, as needed.

CCFL - Residential: Medications - Supervising Pharmacist

24 New: 0 / Resolved: 0

Kerrisdale Pharmacy is the designated pharmacy. 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

25 New: 0 / Resolved: 0

All nurses on duty, Medical Director, Nurse Educator, the DOC and her Assistant participate with the pharmacist on this committee. The Medication Safety and Advisory Committee has established and reviews required medication policies and procedures. A Medication Safety and Advisory Committee meets regularly. Minutes of the Medication Safety and Advisory Committee meetings are kept. The Medication Safety and Advisory Committee has established and reviews training and orientation programs for staff.

CCFL - Residential: Medications - Policies & Procedures

26 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 adverse reactions is available to staff. A policy on response and reporting of medication errors is available to staff. A policy on medication ordering is available to staff. A policy on medication administration recording is available to staff.

CCFL - Residential: Soc/Rec - Staffing

27 New: 0 / Resolved: 0

A qualified employee has been designated to organize and supervise social activities and recreational programs.

CCFL - Residential: Soc/Rec - Program

28 New: 0 / Resolved: 0

There is an ongoing planned program of physical, social and recreational activities which is based on individual care plans.

CCFL - Residential: Soc/Rec - Resident Participation

29 New: 0 / Resolved: 0

Residents are allowed free access to the lounge or other activity spaces. Residents are encouraged to take part in recreation and social activities provided by the facility and those which are available in the community.

CCFL - Residential: Soc/Rec - Resident/Family Council

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CCFL - Residential: Soc/Rec - Resident/Family Council

30 New: 0 / Resolved: 0
There is a resident or resident/family council.

CCFL - Residential: Soc/Rec - Social Activity/Recreation Plan

31 New: 0 / Resolved: 0
Residents' care plans include a plan for recreation and leisure activities.

CCFL - Residential: Health/Safety - Communicable Disease Control

32 New: 0 / Resolved: 0
Residents are screened for TB according to Provincial guidelines prior to admission.
Written infection control guidelines are accessible to staff.

CCFL - Residential: Health/Safety - Hazardous Practices

33 New: 0 / Resolved: 0
Chemicals and cleaning agents are stored in appropriately marked containers.

CCFL - Residential: Health/Safety - First Aid

34 New: 0 / Resolved: 0
Earthquake kits are level 2 and they are extensive enough to accomodate all residents and staff.
All nurses have current First Aid, level 1.
An appropriate first aid kit is readily available to staff.
Are Activity staff trained/current in First Aid? or Volunteers? Is there always someone trained in First Aid on each outing?

CCFL - Residential: Health/Safety - Smoking

35 New: 0 / Resolved: 0
There is a smoking room and a smoking patio/balcony for residents and another for staff.

CCFL - Residential: Health/Safety - Emergency Procedures/Fire Safety

36 New: 0 / Resolved: 0
Staff participate in annual inservice for earthquake preparedness.
The facility is working on their Pandemic policies and procedures.
Fire drills are practiced monthly and a record is kept at facility.
There is a written emergency plan that is accessible to all staff.
Emergency numbers are posted adjacent to a telephone accessible to all staff.

Owner or Agent Acknowledgement

I have read and understood this report.

Inspector

3006 Ausma Smith, Licensing Officer - Residential Care