



This inspection checklist form is intended to assist Applicants as a “basic” self-inspection tool.

**CCALA - Community Care & Assisted Living Act | DOLSOP - Director of Licensing Standards of Practice | RCR – Residential Care Regulation
DOL - Director of Licensing | HCCFA - Health Care Consent and Care Facility Admission Act | HCP - Health Care Professional
PIC - Persons in Care | MSAC- Medication Safety & Advisory Committee | MAR - Medication Administration Records
CYR - Child/Youth Residential Care | CL - Community Living Residential Care LTC - Long Term Care
NP – Nutrition Plan | CFG – Canada Food Guide | N/A - Not Applicable | NAS - Not Assessed**

Obtain GPS Coordinates at the time of Initial Inspection

Measuring the latitude, longitude and accuracy of GPS coordinates at the entry point of the facility

Latitude **Longitude**

Accuracy: +/- **metres**

Code	Item	RCR	Complies				Observations
			Yes	No	N/A	NAS	
PHYSICAL FACILITY (indoor & outdoor areas)							
3000	Sufficient/adequate directional signs/information	13					
3000	All areas accessible to all persons in care	14(1)					
3000	Hallways in LTC facility at least 1.83 m wide	14(2)					
3000	Controls for signaling devices/lights/elevators accessible/easy to use	14(3)					
3000	Windows secured in a manner to prevent falls or exits from (does not apply to emergency exit windows)	15(1)					
3000	Bedroom/bathroom/common room temperatures safe & comfortable	16(1)					
3000	Bedroom/bathroom/common room lit sufficiently for use of room Bedroom/bathroom/common room lit sufficiently to protect health and safety	16(2)(a)					
		16(2)(b)					
3000	Private use bedroom/bathroom/common room lighting/temperature meets individual's needs/preferences	16(3)					
3000	Hot water temperature does not exceed 49 degrees Celsius	17					
3000	Telephone has a private line	18(a)					
	Telephone has adaptations	18(b)					
	Telephone is accessible*	18(c)					
	*Substance use may limit access (18(2))						
3000	Monitoring system/signaling device is appropriate to needs	19(1)(a)					
	Monitoring system/signaling identifies location	19(1)(b)					
	Monitoring system/signaling device signals need for immediate assistance	19(1)(c)					
3000	Communication devices/other means of communication appropriate	19(2)(a)					
3000	Communication devices/other means of communication enable communication of needs	19(2)(b)					
	Communication devices/other means of communication enable employees to communicate with each other	19(2)(c)					
3000	Notice posted re: electronic surveillance in use	19(3)					
3000	Interconnected smoke alarms (<7 persons in care)	20(a)					
3000	Sprinklers conforming to BC Building Code (<7 persons in care)	20(b)					
3000	Emergency lighting for hallways and stairs (<7 persons in care)	20(c)					
3000	Furniture/equipment meets needs	21(a)					
	Furniture/equipment is compatible with health/safety/dignity	21(b)					
	Furniture/equipment maintained in good state of repair	21(c)					
	Furniture/equipment maintained in safe/clean condition	21(d)					

Code	Item	RCR	Complies				Observations
			Yes	No	N/A	NAS	
3000	All rooms/common areas well ventilated	22(1)(a)					
3000	All rooms/common areas maintained in good state of repair	22(1)(b)					
3000	All rooms/common areas maintained in safe/clean condition	22(1)(c)					
3000	Emergency exits not obstructed/secured in manner to hinder exit	22(2)					
3000	All rooms/common areas, emergency exits, equipment, and monitoring/signaling devices inspected/maintained on regular basis	22(3)					
3000	Only persons in care restricted activity (growing or storing of cannabis) on premises Employees not permitted restricted consumption while providing service to persons in care Persons in care supervised while restricted consumption if necessary	23(2)(a) 23(2)(b) 23(2)(c)					
3000	Weapons not permitted on premises	24					
3000	Each person in care has separate bedroom	25(1)					
3000	Fewer than 5% of bedrooms double occupancy Double occupancy bedrooms screened for privacy/dignity Measures in place to protect health/safety/personal comfort/dignity Plan made for transfers to separate bedrooms on request	25(2)(a) 25(2)(b) 25(2)(c) 25(2)(d)					
3000	No children/youth over 6 years old sharing bedroom with opposite gender	25(3)					
3000	Bedroom meets needs/provides health/safety/dignity	26(1)					
3000	Bedroom directly accessible from hallway without passing through any other room	26(2)					
3000	Entrance to room lockable from inside when appropriate	26(3)					
3000	Locked entrance to room can be unlocked from outside in emergency	26(4)					
3000	Single occupancy bedroom for mobile person has floor space of 8 m ² Single occupancy bedroom for person with mobility aid has floor space of 11 m ² Double occupancy bedroom for mobile persons has floor space of 14 m ² Double occupancy bedroom for persons with mobility aids has floor space of 18 m ²	27(1)(a) 27(1)(b) 27(1)(c) 27(1)(d)					
3000	Usable floor space in bedrooms does not include entrance/ swing of entrance door/closets/wardrobe cabinets/ fixed furniture/bathroom	27(2)					
3000	Each bedroom has window providing natural light with window coverings to block light/protect privacy	28(1)					
3000	Window can be opened easily unless unsuitable to health/safety/ dignity Window can be opened easily unless air conditioning/ mechanical ventilation system	28(2)(a) 28(2)(b)					
3000	Window provides visibility to outside for non-ambulatory person in care	28(3)					
3000	Safe/secure place for storage of valuable property without cost	29(1)(a)					
3000	Closet/wardrobe cabinet of at least 0.5 m ² without cost	29(1)(b)					
3000	Persons in care permitted to bring into/keep/display in bedroom any furniture/ornaments/personal possessions	29(2)					

Code	Item	RCR	Complies				Observations																	
			Yes	No	N/A	NAS																		
3000	Locked bathroom door can be opened from outside in Emergency Slip resistant material on bottom of bathtub/shower Convenient/secure grab bars beside toilet/bathtub/shower Necessary equipment in bathrooms to protect health/safety/dignity	30(a) 30(b) 30(c) 30(d)																						
3000	One washbasin and toilet for every 3 persons in care (not LTC)	31(a)																						
3000	One tub/shower for every 4 persons in care (not LTC)	31(b)																						
3000	LTC – Sufficient bathing facilities on floor/in wing <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Item</th> <th>Column 1 persons in care on floor and in wing</th> <th>Column 2 bathing facilities on floor and in wing</th> </tr> </thead> <tbody> <tr><td>1</td><td>3 – 6</td><td>1</td></tr> <tr><td>2</td><td>7 – 25</td><td>2</td></tr> <tr><td>3</td><td>26 – 40</td><td>3</td></tr> <tr><td>4</td><td>41 – 60</td><td>4</td></tr> <tr><td>5</td><td>61 – 75</td><td>5</td></tr> </tbody> </table>	Item	Column 1 persons in care on floor and in wing	Column 2 bathing facilities on floor and in wing	1	3 – 6	1	2	7 – 25	2	3	26 – 40	3	4	41 – 60	4	5	61 – 75	5	32(a)				
Item	Column 1 persons in care on floor and in wing	Column 2 bathing facilities on floor and in wing																						
1	3 – 6	1																						
2	7 – 25	2																						
3	26 – 40	3																						
4	41 – 60	4																						
5	61 – 75	5																						
3000	LTC – Washbasin/toilet next to dining/lounge/recreational area appropriate to needs	32(b)																						
3000	LTC – Washbasin/toilet for exclusive use of bedroom occupants	32(c)																						
3000	Sufficient seating in dining room Dining room provides at least 2 m ² usable floor space for each person in care Sufficient tables for persons in wheelchairs	33(a) 33(b) 33(c)																						
3000	Lounge facilities comfortably furnished/at least 2 m ² usable floor space for each person in care (not LTC)	34(1)																						
3000	LTC – Lounge facilities comfortably furnished/at least 1.5 m ² LTC – Recreational areas not comfortably furnished/suitably equipped/at least 1 m ² usable floor space for each person in care	34(2)(a) 34(2)(b)																						
3000	Lounge/recreational areas accessible at all times	34(3)																						
3000	Administrative/staff work area appropriately furnished/ equipped	35(1)(a)																						
3000	Safe/secure storage locations for medications/records	35(1)(b)																						
3000	Safe/secure/adequate storage areas for cleaning agents/chemical products/hazardous materials	35(1)(c)																						
3000	Separate utility areas for clean and soiled clothes/bedding/other articles	35(1)(d)																						
3000	Slip resistant material on floor of laundry area used by persons in care Laundry area inaccessible to persons in care where appropriate	35(2)(a) 35(2)(b)																						
3000	Outside activity area provides 1.5 m ² for each person in care Outside activity area has a surfaced patio area, including a reasonable amount of shelter from sun and inclement weather Outside activity area has comfortable seating Outside activity area secured by fence/other means if necessary	36(1)(a) 36(1)(b) 36(1)(c) 36(2)																						
3000	All medications safely/securely stored	69(3)(a)																						

Code	Item	RCR	Complies				Observations
			Yes	No	N/A	NAS	
3000	Safe/secure area for storage of self-administered medications provided	69(3)(b)(i)					
3000	All self-administered medications stored in safe/secure area provided	69(3)(b)(ii)					
3080	Long Term Care facility operating with liability insurance	10					
POLICIES & PROCEDURES							
3020	If a person prepays part of cost of services provided, Licensee must at time of prepayment, deliver a written statement setting out terms & conditions on which a refund will be made	CCALA 19					
3000	Policy regarding restricted activities covers restricted consumption (except medical consumption) and; Possession and disposal (except medical) Policy includes any restriction, and; Is consistent with the Cannabis Control Act or the TVPC Act.	23(3)(a) 23(3)(b) 23(4)(a) 23(4)(b)					
3070	A licensee must keep a copy of the written statement, referred to in Section 19 of the Act, that the licensee delivers to persons who prepay part of the cost of services	85.1(2)(a)					
3070	A licensee must keep a current record of each person to whom the written statement is delivered in accordance with that section	85.1(2)(b)					
3020	LTC – Written fall prevention policies and procedures re: an assessment of nature of risks that may result in falling in facility	85(2)(a)(i)					
3020	LTC – Written fall prevention policies and procedures re: plans for preventing falls	85(2)(a)(ii)					
3020	LTC – Written fall prevention policies and procedures re: plans for responding to falls suffered (immediate care and subsequent prevention)	85(2)(a)(iii)					
3020	Substance Use: (i)the use of electronic surveillance, and (ii)the monitoring of interactions between persons in care and visitors;	85(2)(a.1) (i)(ii)					
3020	Written policies and procedures for orientation of new managers/employees	85(2)(b)					
3020	Written policies and procedures for continuing education of new managers/employees	85(2)(c)					
3020	Written policies and procedures outlining how persons in care/parents/representatives/contact persons may express concerns/make complaints/resolve disputes	85(2)(d)					
3020	Written policies and procedures re: access to persons in care by individuals who are not employees of facility	85(2)(e)					
3020	Written policies and procedures re: release of children/youths/ vulnerable adults by authorized persons who appear incapable of providing safe care	85(2)(f)(i)					
3020	Written policies and procedures re: responding to requests to release of children/youths/vulnerable adults by persons not authorized to do so	85(2)(f)(ii)					
3020	Written policies and procedures re: monitoring nutrition	85(2)(g)					
3020	Written policies and procedures re: monitoring of medication	85(2)(h)					
3020	Written policies and procedures re: use of emergency restraints	85(2)(i)					
3020	Written policies and procedures re: responding to reportable incidents	85(2)(j)					
3020	Written policies and procedures re: steps to be taken if a person leaves/may have left without notifying an employee	85(2)(k)					

Code	Item	RCR	Complies				Observations
			Yes	No	N/A	NAS	
3020	Written policies and procedures re: appropriate manner/schedule of record keeping	85(2)(l)					
3020	Written policies and procedures re: obtaining consent in accordance with the <i>HCCFA (Health Care Consent)</i> * (N/A for CYR and CL)	85(2)(m)					
3070	Copy kept of policies and procedures established by Medication Safety and Advisory Committee	85(3)					
CARE & SUPERVISION – OPERATIONS							
3020	Emergency plan/procedures to prepare for/mitigate/respond to/ recover from/evacuate from any emergency present	51(1)(a)					
3020	Plan setting out continued provision of care in emergency present	51(1)(b)					
3020	Emergency plans updated if any change in facility	51(2)					
3010	Employees trained in implementation of emergency plan/use of any emergency equipment	51(3)					
3020	Emergency plan displayed prominently	51(4)					
3000	All employees have access to reliable communications equipment	51(5)					
3010	First aid supplies readily accessible to all employees	43(2)					
NUTRITION & FOOD SERVICE							
3050	1-week menu in place for care of 6 weeks or less 4- week menu in place	62(1)(a) 62(1)(b)					

The following items are for discussion purposes only at the time of the Initial Inspection

Code	Item	RCR	Discussed At Inspection		Notes
			Yes	No	
LICENSING					
3080	Licensee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care [Cite when observed non-compliance with terms & conditions on licence, e.g. service type, maximum capacity, conditions on licence, not following approved health & safety plan]	CCALA 7(1)(b)(i)			
3080	MHO immediately notified of changes to original application	8(1)			
3080	No structural changes initiated/completed without the plans for change submitted to MHO	8(2)(a)(i)			
3080	No structural changes initiated/completed without required health and safety plan to MHO	8(2)(a)(ii)			
3080	No structural changes initiated/completed without written approval from MHO	8(2)(b)			
3080	MHO notified of manager resignation/absence of >30 days	8(3)(a)			
3080	Hired a manager/used a hiring process with written approval from MHO	8(3)(b)			
3080	Operation temporarily/permanently suspended with 1 year's written notice to: a medical health officer; persons in care; contact persons of the persons in care; parents or representatives of the persons in care.	9(1)(a) 9(1)(b) 9(1)(c) 9(1)(d)			
3080	Accommodation/services provided reduced/expanded/ substantially changed with 120 days written notice to: a medical health officer; persons in care; contact persons of the persons in care; parents or representatives of the persons in care.	9(2)(a)(i) 9(2)(a)(ii) 9(2)(a)(iii) 9(2)(a)(iv)			

Code	Item	RCR	Discussed At Inspection		Notes
			Yes	No	
3080	Accommodation/services provided reduced/expanded/substantially changed with written approval from MHO	9(2)(b)			
3080	CCF sold/leased/control transferred with either, at least 120 days given written notice to the following: a medical health officer; persons in care; contact persons of the persons in care; parents or representatives of the persons in care	9(3)(a)(i) 9(3)(a)(ii) 9(3)(a)(iii) 9(3)(a)(iv)			
3080	Informed by MHO that notice to sell/lease/transfer CCF: need not be in writing, or may be given less than 120 days before the sale, lease or transfer,	9(3)(a)(v) 9(3)(a)(vi)			
3080	MHO satisfied that intended purchaser/lessee/transferee will continue operation of CCF for at least 12 mos. from date of sale/lease/transfer	9(3)(b)(i)			
3080	Intended purchaser/lessee/transferee has applied/is qualified to be licensee	9(3)(b)(ii)			
3080	Licence, terms/conditions, and name of manager displayed (N/A to CYR, CL facilities, or facilities where owner/agent of owner lives)	11(1)(a)			
3080	Most recent routine inspection record displayed (N/A to CYR, CL facilities, or facilities where owner/agent of owner lives)	11(1)(b)			
3080	Type of care identified in advertising/when offered to public	11(3)			
3080	Requested health and safety plan for facility submitted to MHO	12(2)			
3080	An adult person in care has the right to the protection & promotion of his/her health, safety & dignity including a right to be treated in a manner, & to live in an environment, that promotes his/her health, safety & dignity	CCALA 7(1)(b)(i)			
3080	Licensee must operate the facility in a manner that will promote in the case of adult persons in care, the rights of those persons in care	CCALA 7(1)(b)(ii)			
3080	Licensee must display the rights of adult persons in care in a prominent place in the facility	CCALA 7(1)(c.1)(i)			
3080	Licensee must display the rights of adult persons in care in a form & in the manner acceptable to the minister	CCALA 7(1)(c.1)(ii)			
3080	Licensee must make the rights of adult persons in care known, orally & in writing, to persons in care & their families & representatives	CCALA 7(1)(c.2)			
STAFFING					
3010	Licensee must employ only persons of good character who meet standards for employees specified in the regulations	CCALA 7(1)(a)			
3010	An adult person in care has the right to the protection & promotion of his/her health, safety & dignity including a right to be treated in a manner, & to live in an environment, that promotes his/her health, safety & dignity	CCALA 7(1)(b)(i)			
3010	Licensee must operate the facility in a manner that will promote in the case of adult persons in care, the rights of those persons in care	CCALA 7(1)(b)(ii)			
3010	Licensee must appoint a manager for the facility	CCALA 7(1)(d)			
3010	CRC obtained for employees (as per CRRRA)	37(1)(a)			
3070	Employee criminal record check results kept	86(a)			
3010	Character references obtained for employees	37(1)(b)			
3070	Employee character references kept	86(b)			
3010	Record of work history obtained for employees	37(1)(c)			
3010	Copies of diplomas/certificates/evidence of training/skills obtained for employees	37(1)(d)			

Code	Item	RCR	Discussed At Inspection		Notes
			Yes	No	
3010	Evidence of compliance with Province's immunization and TB control programs obtained for employees	37(1)(e)			
3070	Record kept of evidence of employee compliance with Province's immunization/ Tb control programs	86(c)			
3010	Employee/manager is of good character Employee/manager has personality/ability/temperament necessary to manage/work with persons in care Employee/manager has training / experience/ demonstrates skills necessary to carry out duties assigned	37(2)(a) 37(2)(b) 37(2)(c)			
3010	No persons > 12 years ordinarily present at a Child/Youth Residential facility unless of good character/have a CRC (CRRA)	38			
3060	No continued employment of an employee without evidence of continued compliance with Province's immunization/TB control program	39(1)			
3010	Regular employee performance reviews completed to ensure they continue to meet requirements of RCR	40(1)(a)			
3070	Records kept of any employee performance reviews made/attendance at continuing education	86(d)			
3010	Regular employee performance reviews completed to ensure they demonstrate competence for duties assigned	40(1)(b)			
3010	No employees carrying out duties without necessary training/ experience/demonstrated competency	40(3)			
3010	Adult employee designated to act as manager during manager's temporary absences	41(1)			
3010	Qualified employee designated to supervise employees providing care Qualified employee designated to coordinate/monitor care Qualified employee designated to manage unusual situations/emergencies	41(2)(a) 41(2)(b) 41(2)(c)			
3010	Employees on duty sufficient in numbers/training/experience/ organized in an appropriate pattern to meet needs of persons in care	42(1)(a)			
3010	Employees on duty sufficient in numbers /training /experience/ organized in an appropriate pattern to assist persons in care assist persons in care with the activities of daily living, including eating, moving about, dressing and grooming, bathing and other forms of personal hygiene, in a manner consistent with the health, safety and dignity of persons in care.	42(1)(b)			
3010	Persons in care appropriately supervised when outside of CCF	42(2)			
3010	Employees on duty who can communicate effectively with persons in care	42(3)			
3010	Immediate access to an employee with valid first aid/CPR from a course that meets requirements of Schedule C	43(1)(a)			
3010	Immediate access to an employee knowledgeable respecting each person in care's medical condition	43(1)(b)			
3010	Immediate access to an employee capable of effectively communicating with emergency personnel	43(1)(c)			
3010	LTC - Qualified employee designated to organize/supervise physical/social/recreational activities	45(a)			
3010	LTC - Sufficient time given to designated employee to carry out physical/social/recreational activities	45(b)			
3010	LTC - Sufficient time provided for persons in care to participate in physical, social and recreational activities	45(c)			
CARE & SUPERVISION – OPERATIONS					
3030	Admission screening in place	47(1)			

Code	Item	RCR	Discussed At Inspection		Notes
			Yes	No	
3030	Admission screening considers employee training/experience/number of staff/patterns of coverage	47(2)(a)			
3030	Admission screening considers design of facility/construction/equipment	47(2)(b)			
3030	Admission screening considers needs of person/needs identified in care plan	47(2)(c)			
3030	Admission screening considers health/safety/dignity of others in care	47(2)(d)			
3030	Admission screening considers criteria set by/advice/information from funding	47(2)(e)			
3020	Person/parent/representative advised of all charges/fees/other payments for accommodation/other services offered	48(1)(a)			
3020	Person/parent/representative advised of policies re: expressing concerns/making complaints/resolving disputes	48(1)(b)			
3020	Person/parent/representative advised of how to express concerns/ make complaints to MHO	48(1)(c)(i)			
3020	Person/parent/representative advised of how to express concerns/ make complaints to Patient Care Quality Review Board	48(1)(c)(ii)			
3020	Advice/information communicated to person/parent/ representative appropriate to their skills/abilities	48(2)			
3030	Persons in care not subjected to financial/emotional/ physical/sexual abuse or neglect – defined in Schedule D	52(1)(a)			
3030	LTC - If community care facility has no resident or family council, must provide an opportunity for persons in care, parents, representatives, family members and contact persons to meet with the licensee at least twice each calendar year for the purposes of promoting the collective interests of persons in care	59(a)(i)			
3030	LTC - If community care facility has no resident or family council, must provide an opportunity for persons in care, parents, representatives, family members and contact persons to meet with the licensee at least twice each calendar year for the purposes of involving the persons in care in decision making on matters that affect their day-to-day living	59(a)(ii)			
3030	LTC - If community care facility has no resident or family council, inform anyone who attends a meeting under paragraph (a) of the licensee's duties under section 59.1	59(b)			
3030	LTC - If community care facility has no resident or family council, at least an annual opportunity for councils/groups to meet with licensee to involve persons in care decision making on matters affecting day to day living	59(a)(ii)			
3030	LTC – For each resident or family council established at the facility, provide, at no cost to the council, administrative support by an employee who is approved by the council	59.1(2)(a)(i)			
3030	LTC – For each resident or family council established at the facility, provide, at no cost to the council, access to a meeting room on the premises of the facility for council meetings at the time and frequency determined by the council	59.1(2)(a)(ii)(A)			
3030	LTC – For each resident or family council established at the facility, provide, at no cost to the council, access to a meeting room on the premises of the facility for up to 3 hours for each council meeting	59.1(2)(a)(ii)(B)			
3030	LTC – For each resident or family council established at the facility, provide, at no cost to the council, access to a meeting room on the premises of the facility that has equipment to enable council members to attend council meetings by electronic means	59.1(2)(a)(ii)(C)			
3030	LTC – For each resident or family council established at the facility, provide, at no cost to the council, provide printed council meeting minutes for distribution to each person in care and each council member	59.1(2)(a)(iii)			

Code	Item	RCR	Discussed At Inspection		Notes
			Yes	No	
3030	LTC – For each resident or family council established at the facility, provide an opportunity for the council to meet with the licensee at least twice each calendar year for the purposes of promoting the collective interests of persons in care	59.1(2)(b)(i)			
3030	LTC – For each resident or family council established at the facility, provide an opportunity for the council to meet with the licensee at least twice each calendar year for the purposes of involving a persons in care in decision making on matters that affect their day-to-day living	59.1(2)(b)(ii)			
3030	LTC – For each resident or family council established at the facility, respond in writing to all recommendations brought forward by the council at the meetings under paragraph (b), including by providing a rationale for any decision to reject a recommendation	59.1(2)(c)			
3030	LTC – For each resident or family council established at the facility, receive, on behalf of the council, informational materials directed to the council from a health authority and forward the informational materials to council members in electronic or paper form, as requested by the council.	59.1(2)(d)			
3030	LTC – A licensee must not attend council meetings without invitation from the council	59.1(3)(a)			
3030	LTC – A licensee must not interfere with a member of the council's participation on the council, including, subject to section 57(3), by preventing a member from entering the premises to attend a council meeting.	59.1(3)(b)			
3030	LTC – On request of the minister or the director of licensing, must inform the minister or the director of licensing whether the community care facility has a resident or family council	59.2(a)			
3030	LTC – On request of the minister or the director of licensing, provide to the minister or the director of licensing whether the council has a chair or co-chairs	59.2(b)(i)			
3030	LTC – On request of the minister or the director of licensing, provide to the minister or the director of licensing a description of the frequency of council's meetings	59.2(b)(ii)			
3030	LTC – On request of the minister or the director of licensing, provide to the minister or the director of licensing a description of the administrative support the licensee provides to the council	59.2(b)(iii)			
3020	Fair/prompt/effective process established for expression of concerns/ complaints/dispute resolution	60(a)			
3020	No retaliation against persons in care resulting from expression of concerns/complaints/dispute resolution	60(b)			
3020	All complaints/concerns/disputes responded to promptly	60(c)			
3080	Regular self-monitoring of physical environment/care and services provided to ensure compliance with legislation	61			
POLICIES & PROCEDURES					
3020	An adult person in care has the right to the protection & promotion of his/her health, safety & dignity including a right to be treated in a manner, & to live in an environment, that promotes his/her health, safety & dignity	CCALA 7(1)(b)(i)			
3020	Licensee must operate the facility in a manner that will promote in the case of adult persons in care, the rights of those persons in care	CCALA 7(1)(b)(ii)			
3020	Written policies and procedures related to care and supervision	85(1)(a)			
3020	Policies and procedures reviewed at least once each year/revised as necessary	85(1)(b)			
3020	Policies and procedures available to employees at all times	85(1)(c)(i)			
3020	Policies and procedures available to MHO on request	85(1)(c)(ii)			
3020	Policies and procedures available to person in care on request	85(1)(c)(ii.)			

Code	Item	RCR	Discussed At Inspection		Notes
			Yes	No	
3020	Policies and procedures available to parent/representative on request	85(1)(c) (iii)			
3020	Policy implementation by employees ensured	85(1)(d)			
3060	Written policies & procedures for facility outbreak prevention & control	DOLSOP outbreak policies			
RECORDS & REPORTING					
3070	Licensee must ensure that a person in care in Child and Youth Residential advised of right to contact emergency services or the Helpline for Children,	24.1(2)(a)			
3070	Licensee must ensure that a person in care in Child and Youth Residential provided contact information for emergency services and the Helpline for Children,	24.1(2)(b)			
3070	Licensee must ensure that a person in care in Child and Youth Residential provided access to reliable communications equipment to contact emergency services or the Helpline for Children in a private setting.	24.1(2)(c)			
3070	Parent/representative/contact person notified immediately when person in care becomes ill/injured	76(1)			
3060	MHO notified within 24 hours of a reportable communicable disease as per Schedule A of the Health Act	76(2)			
3070	Each assessment report if any, provided under section 22 (1)(c) of the Health Care Consent Regulation	77.1(1)(c)			
3070	Parent/representative/contact person notified immediately when person in care involved in a reportable incident	77(2)(a)			
3070	Medical/nurse practitioner notified immediately when person in care involved in a reportable incident	77(2)(b)			
3070	MHO notified immediately when person in care involved in a reportable incident	77(2)(c)			
3070	Licensee must keep, for each person in care in Child and Youth Residential a record that the information required under section 24.1 was provided to the person in care.	78(1.1)			
3070	Funding program notified immediately when person in care involved in a reportable incident	77(2)(d)			
3070	Short-term care plan developed on admission (brief, temporary)	80(1)			
3070	Short-term care44 (2) plan includes required information	80(2)			
3070	Care plan made within 30 days of admission (comprehensive for stays longer than 30 days)	81(1)			
3030	Regular monitoring of implementation of care plan	81(4)(a)			
3030	Care provided consistent with terms/conditions in care plan	82			
3070	Records kept of minor accidents/illnesses/medication errors involving persons in care	88(a)			
3070	Records kept of unexpected events involving persons in care	88(b)			
3070	Records kept of reportable incidents involving persons in care	88(c)			
3070	Records kept of complaints made/concerns expressed to Licensee and responses made	89(1)			
3070	Records kept re: compliance with liability insurance requirements (LTC only)	89(2)(a)			
3070	Records kept re: compliance with family/resident council requirements	89(2)(b)			
3070	Records kept re: compliance with meeting individual nutrition needs/requirements	89(2)(c)			
3070	Records kept re: compliance with administration of medication requirements	89(2)(d)			

Code	Item	RCR	Discussed At Inspection		Notes
			Yes	No	
3070	Separate financial records for each facility maintained	90(1)			
3070	All required records kept current	91(1)(a)			
3070	All required records kept separately for each facility operated	91(1)(b)			
3070	Records for each person in care, re: money & valuables, short-term care plans, care plans for >30 day stays, policies & procedures, repayment records, records of minor & reportable incidents, records of complaints and compliance kept at facility	91(2)(a)			
3070	Off-site records kept in a reasonably accessible place	91(2)(b)			
3070	Records produced on demand of MHO	91(2)(c)			
3070	Records related to persons in care only accessible to employees	91(3)			
3070	All records (except original forms authorizing criminal record checks, employee records, records for persons in care, records of complaints) kept for at least one year	92(1)			
3010	Original forms authorizing criminal record checks kept for at least 5 years	92(2)			
3010	Criminal record check results, character references, work history records, copies of diplomas/certificates/evidence of training and skills, and evidence of compliance with Province's immunization/TB Control programs for employees kept as required	92(3)(a)			
3010	Criminal record check results and character references for those ordinarily present kept as required	92(3)(b)			
MEDICATIONS					
No code	Facility should be encouraged to keep records for MSAC's: Meetings (every 6 mos. for facilities & 12 mos. for homes); Reviews of medication system (every 6 months); & Reviews of standing orders (annually) & contingency medications	Other items discussed			
3040	Medication Safety & Advisory Committee (MSAC) appointed/ includes manager/designate	68(1)(a)			
3040	Medication Safety & Advisory Committee appointed/ includes supervising pharmacist	68(1)(b)			
3040	Medication Safety & Advisory Committee appointed/ includes health care provider supervising health care services	68(1)(c)			
3040	Supervising pharmacist serves on Medication Safety & Advisory Committee	68(2)(a)			
3040	Supervising pharmacist inspects medication storage areas	68(2)(b)			
3040	Supervising pharmacist consults with employees re: medication interactions/other medication related problems	68(2)(c)			
3020	Medication Safety & Advisory Committee establishes/reviews training/orientation programs for employees	68(3)(a)			
3020	Medication Safety & Advisory Committee policies/procedures re: safe & effective storage/handling/administration of medications	68(3)(b)(i)			
3020	Medication Safety & Advisory Committee establishes/reviews policies/procedures re: immediate response to/reporting of medication errors/adverse reactions to medications	68(3)(b)(ii)			
3010	All employees comply with policies and procedures of Medication Safety and Advisory Committee	68(4)			
3040	Pharmacist packages all medications	69(1)(a)			
3040	Pharmacist records all medications on the Medication Administration Record (MAR)	69(1)(b)			

Code	Item	RCR	Discussed At Inspection		Notes
			Yes	No	
3040	Only medications prescribed/ordered by medical/nurse practitioner administered	70(1.1)			
3010	All employees who store/handle/administer medications have successfully completed a training program established by Medication Safety & Advisory Committee	70(2)(b)			
3040	Plan for self-administration of medication approved by Medication Safety & Advisory Committee and medical/nurse practitioner	70(4)(a)			
3040	Plan for self-administration of medication included in care plan	70(4)(b)			
3070	Medication administration records kept on-site showing all medication administered to persons in care	78(2)(a)			
3070	Medication administration records kept on-site showing date/ amount/time medication administered	78(2)(b)			
NUTRITION & FOOD					
3000	Weekly menu displayed in LTC facility	62(4)			
3060	Food safely prepared/stored/served/handled	63(1)			
3050	Menu provides nutritious breakfast/lunch/dinner with at least 3 food groups daily	62(2)(a)			
3050	Menu provides at least 2 nutritious snacks with at least 2 food groups daily	62(2)(b)			
3050	Menu provides variety of foods in consideration of nutrition plan/ needs	62(2)(c)(i)			
3050	Breakfast available before 11:00 a.m. (except CYR)	64(1)(a)			
3050	Lunch available between 11:45 am-1:00 pm (except CYR)	64(1)(b)			
3050	Dinner available after 5 pm (except CYR) 2 snacks – am or pm, & evening	64(1)(c)			
3050	Snacks provided at times to meet needs of persons in care	64(1)(d)			
3050	CYR – Meals and snacks provided at times to meet needs of persons in care	64(2)			
3050	Brunch on weekends/holidays provided if preferred	64(3)			
3030	24 or fewer in care – Nutrition plans developed	83(1)(a)			
3030	25 or more in care – Nutrition plans developed with assistance of dietitian	83(2)			
3030	24 or fewer in care – Nutrition plans reviewed on a regular basis	83(3)(a)			
3030	25 or more in care - Nutrition plan reviewed with a dietitian regularly	83(3)(b)			
3070	Height & weight recorded on admission	49(2)			
3070	All persons in care weighed monthly (N/A for Hospice)	83(4)(a)			
3070	Record of weights in nutrition plan (N/A for Hospice)	83(4)(c)			
3030	If refuses/unable to be weighed, immediate advice sought from health care provider when significant change in weight appears	83(5)(b)			
3070	Records kept of food purchases Records kept of menus/menu substitutions Records kept of results of monitoring of food services/nutrition care	87(a) 87(b) 87(c)			
3010	50 or more persons are in care – Food services manager employed who is a nutrition manager with membership in Canadian Society of Nutrition Management 50 or more persons are in care – Food services manager employed who is eligible to be a member, other than a student member, of Canadian Society of Nutrition Management 50 or more persons are in care – Food services manager employed who is a dietitian	44(2)(a) 44(2)(b) 44(2)(c)			Under Other Items Discussed, ask for a copy of documentation of qualifications



Code	Item	RCR	Discussed At Inspection Yes No	Notes
No code	If services of dietitian used, documents of registration reviewed or provided on request			<i>Other items discussed</i>
No code	Accreditation completed/planned for when: _____			<i>Other items discussed</i>
Notes:				