

---

**Licensing Inspection Report ( Annual Inspection )**

Facility: CHIGNECTO MANOR CO-OPERATIVE LTD.  
Address: 24 BAYVIEW MANOR RD.  
ADVOCATE HARBOUR NS, B0M 1A0  
Date(s) of Inspection: August 14, 2019

---

**Requirements resulting from licensing inspection:**

1. LTCPR 11.1.8  
The licensee shall ensure formalized performance management processes that evaluate staff members' performance annually, and more frequently as necessary, are in place.
2. LTCPR 6.3.7  
The licensee shall ensure each resident has an opportunity to complete or provide a personal directive which includes identifying a substitute decision maker. If completed, the personal directive will be placed on the resident record. Otherwise, it is documented on the record that a personal directive was discussed with the resident.
3. HSCR 20A(1), LTCPR 9.1.2  
The licensee shall ensure a labour disruption contingency plan, which may be included in the business continuity plan, is developed in consultation with service partners as appropriate.
4. HSCR 24(2)  
No person shall disclose a record or any part of a record relating to a resident or any information contained therein except in the course of his duty or when required by law.
5. LTCPR 6.3.2  
The licensee shall ensure an interdisciplinary care conference, that includes the resident and/or authorized designate and the family members approved by the resident, is conducted within six weeks of admission to the home and annually thereafter, or more frequently as the resident's individual needs require.

6. LTCPR 11.2.4  
The licensee shall ensure verification of current licensure, certification, registration or other relevant credentials of staff members (as applicable). Proof of verification is maintained.
7. LTCPR 6.8.7  
The licensee shall ensure there are procedures in place to direct staff in the event of an expected death or an unexpected death.
8. LTCPR 6.8.1  
The licensee shall ensure policy and procedures regarding end of life care are documented and followed.
9. LTCPR 8.2.1.d  
The licensee shall ensure policies and procedures that minimize risk to residents, staff, volunteers, visitors and the home are developed and followed. These include but are not limited to: a smoking policy and procedures that address smoking by residents, staff, volunteers and visitors.
10. LTCPR 11.1.2  
The licensee shall ensure pre-employment Vulnerable Sector Checks are completed for staff members, students and volunteers at the time of hire and are maintained on file.
11. HSCR 27(11), LTCPR 9.2.4.g  
No person shall be maintained in a home for special care or any part thereof that is not approved by a Fire Marshal with respect to fire safety.
12. LTCPR 7.1.10 a  
The licensee shall ensure on admission, residents and/or authorized designates are provided with written information regarding the complaint process.
13. HSCR 19(1)(d), LTCPR 11.1.6  
The licensee shall ensure the home provides a documented, timely orientation for all staff members, volunteers and contracted personnel. The orientation provides the necessary information to support residents in a safe manner and improve their quality of life.
14. LTCPR 9.2.1 a  
The licensee shall ensure there is a documented All Hazards Plan which is reviewed a minimum of every three years and revised as necessary to ensure the plan is current. The All Hazards Plan shall address: emergency evacuation, emergency relocation, emergency expansion, emergency isolation, bomb threat/suspicious package, external air exclusion, chemical spill, violent person and facility access control.

15. LTCPR 8.5.15

The licensee shall ensure discontinued and expired medications are disposed in a safe and appropriate manner.