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**Licensing Inspection Report ( Annual Inspection )**

Facility: FOYER CELESTE INC.  
Address: 8064 HIGHWAY 1 HWY.  
METEGHAN NS, B0W 2J0  
Date(s) of Inspection: August 19, 2020

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**Requirements resulting from licensing inspection:**

1. LTCPR 11.1.5  
The licensee shall ensure there is a current job description for each position which is reviewed a minimum of every four years and clearly defines the role, responsibilities and scope of the position. A copy of the current job description is provided to staff members.
2. LTCPR 11.1.3  
The licensee shall ensure a written human resources plan is developed and includes the anticipated human resources required to deliver consistent, quality services.
3. LTCPR 7.1.6  
The licensee shall ensure the policies and procedures are maintained and easily accessed by staff. They are reviewed regularly with staff to ensure they are knowledgeable about them and demonstrate them through their actions.
4. HSCR 31, LTCPR 12.2.2.2.f  
The licensee shall ensure aesthetic, functional and surface integrity of the following are maintained: all furnishings, equipment, exposed mechanical and electrical systems and components such as, but not limited to, fixtures, trim, devices, enclosures and fabrics.
5. LTCPR 7.1.12  
The licensee shall ensure required inspections of the home and equipment are completed and documentation is maintained to demonstrate compliance with requirements. These include, but are not limited to, manufacturer requirements, safety requirements, sprinkler systems, water testing, fire alarms and fuel systems.

- 6.** LTCPR 9.2.4.a  
The licensee shall ensure there is a documented Fire Safety Plan, in accordance with the National Fire Code, that is reviewed a minimum of annually and revised as necessary to ensure the plan is current.
- 7.** LTCPR 9.2.3.a  
The licensee shall ensure there is a documented Staff Call Back Plan that includes: current staff phone numbers, procedure for staff call back, priority for contacting staff and how long it will take staff to arrive on site.
- 8.** 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.
- 9.** LTCPR 12.1.4 c  
The licensee shall ensure the following processes are developed and followed: ensuring compliance with Workplace Hazardous Materials Information System (WHMIS) regulations. Current Material Safety Data Sheets for all applicable products used/stored in the home are maintained and are easily accessible to staff members.
- 10.** HSCR 41(4), LTCPR 8.5.5.c  
A verbal order for medication accepted under subsection (2) or (3) must be set down in writing and signed by the medical practitioner, nurse practitioner or pharmacist who issued the verbal order no later than 72 hours after the verbal order was issued.