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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: July 9, 2019

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**Requirements resulting from licensing inspection:**

1. LTCPR 10.2.6  
The licensee shall ensure for adult residents, there is a records retention schedule of 5 years minimum post discharge. Destruction of records must be done in a secure manner.
2. LTCPR 9.2.2 a  
The licensee shall ensure there is a documented Business Continuity Plan that addresses the operational recovery and continuity of services in the face of a disaster, labour disruption or other major outage. The Business Continuity Plan includes the following: hazard, vulnerability and risk assessment, mission critical activities, recovery strategies, loss of electrical power, water, heat, ventilation and waste water services, loss of information technology (computer / telephone / fax) priorities, geographic footprint and pandemic situation (pandemic planning is undertaken and completed in accordance with direction received from the Department of Health and Wellness.)
3. 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.
4. 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.
5. LTCPR 8.5.8  
The licensee shall ensure signatures of staff who administer medications are verified annually, or as needed, when a paper-based system is utilized.

6. 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.
7. LTCPR 9.2.1.d  
The licensee shall ensure external observers, such as individuals experienced in dealing with emergency situations, are invited to the exercise and asked in advance to provide feedback regarding exercises, testing and debriefing.
8. 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.
9. LTCPR 6.5.21  
Additional Requirements for Residential Care Facilities - The licensee shall ensure menus are reviewed, approved and dated by a registered dietitian at least once per year.