
Licensing Inspection Report (Annual Inspection)

Facility: OAKWOOD TERRACE

Address: 10 MOUNT HOPE AVE.
DARTMOUTH NS, B2Y 4K1

Date(s) of Inspection: January 6 & 7, 2020

Requirements resulting from licensing inspection:

1. LTCPR 7.2.3
The licensee shall ensure resident council meetings are held monthly. Residents and/or authorized designates are notified of meetings in advance and are encouraged to participate.
2. HSCR 27(4), 9.2.3.c
The licensee shall ensure the Staff Call Back Plan is activated a minimum of once per year to determine the ability of staff members to respond in emergency situations.
3. HSCR 27(8), LTCPR 9.2.4.d, LTCPR 9.2.4.e
The licensee shall ensure fire protection equipment is maintained in good working order. Fire alarms and fire doors are tested monthly; fire extinguishers are inspected monthly and tested annually in accordance with the Office of the Fire Marshal. Records of testing and inspections of fire protection equipment and systems are maintained.
4. LTCPR 8.2.1.g
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 safety alerts policy and procedures that includes information management, follow up actions and risk mitigation.
5. HSCR 9(1), LTCPR 7.5.2
The licensee shall ensure a valid and current Homes for Special Care license to operate is posted in a conspicuous location in the home.

- 6.** 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.
- 7.** LTCPR 7.4.2
The licensee shall ensure minutes of management and staff meetings are maintained and include resolution or action on identified concerns or issues. Staff meeting minutes are available and easily accessed by staff.
- 8.** LTCPR 11.1.7
The licensee shall ensure an orientation checklist, indicating which orientation components have been completed by staff, is signed, dated and maintained in each staff member's personnel file.
- 9.** LTCPR 6.2.15
Additional Requirements for Nursing Homes - The licensee shall ensure an interdisciplinary pharmacy committee, consisting of at least the Administrator of the Home, Medical Advisor, Pharmacist, Director of Resident Care and Clinical Dietitian, meets a minimum of every six months.
- 10.** LTCPR 8.1.6
The licensee shall ensure the results of the satisfaction survey are summarized, with resident/authorized designate/family identifiers removed, and are available and easily accessible for viewing.
- 11.** LTCPR 7.1.7
The licensee shall ensure the home's policies are reviewed a minimum of every three years, or more frequently as required to ensure they are current, and they are revised as needed.
- 12.** 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.
- 13.** HSCR 25(1), LTCPR 6.2.13
Every home for special care shall have a medical health advisor who shall be a duly qualified medical practitioner.

- 14.** 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.
- 15.** LTCPR 12.2.2.2.c
The licensee shall ensure aesthetic, functional and surface integrity of the following are maintained: interior building components such as, but not limited to, partitions, ceilings, doors, casework, coatings and sealants.
- 16.** 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.
- 17.** LTCPR 8.5.15
The licensee shall ensure discontinued and expired medications are disposed in a safe and appropriate manner.
- 18.** LTCPR 12.1.6
The licensee shall ensure hazardous products that may be harmful to residents are secured at all times and are not accessible to residents. They are stored and disposed of in accordance with established safety practices/manufacturers' recommendations.