

RESIDENTIAL FACILITY INSPECTION CHECKLIST

This inspection Checklist provides a detailed list of the items that may be observed by a Licensing Officer during a routine facility inspection. This checklist is intended to assist Licensing staff during their inspections and is not part of the formal inspection report. Facility operators and staff may also use this checklist as a basic self-inspection tool.

Facility Name: _____ Facility Number: _____
 Facility Address _____
 and Phone No: _____
 Inspection Date(s): _____
 Completed by: _____

Contents	page
I. Physical, Equipment and Furnishings	2
II. Staffing	7
III. Policies and Procedures	10
IV. Care and Supervision	14
V. Nutrition and Food Services	20
VI. Medication	22
VII. Hygiene and Communicable Disease Control	24
VIII. Records and Reporting	26
IX. Licensing	31
X. Program	33

Acronyms

CCALA = Community Care and Assisted Living Act
 CRC = Criminal Record Check
 DOLSOP = Director of Licensing's Standards of Practice
 MHO = Medical Health Officer
 MSAC = Medication Safety and Advisory Committee
 RCR = Residential Care Regulation

Note: Items marked with an asterisk * must be reviewed by Licensing staff during each Routine Inspection.

I. PHYSICAL, EQUIPMENT AND FURNISHING

Note: Regulations designated as [Transitioned] do not apply to facilities licensed prior to August 2000-unless structural renovations/additions present.

GENERAL PHYSICAL REQUIREMENTS

Directional Assistance	Comments
<input type="checkbox"/> Directional signs/information for assistance meets the needs of the persons in care [RCR Sec 13]	
Accessibility	Comments
<input type="checkbox"/> Persons in care with a mobility aid are able to access all areas intended for their use [RCR Sec 14(1)] <input type="checkbox"/> Controls for signalling devices, lights, elevators are accessible and used without difficulty [RCR Sec 14(3)] <ul style="list-style-type: none"> o <i>Controls are accessible</i> o <i>Controls are not difficult to use</i> 	
Windows	Comments
<input type="checkbox"/> If necessary windows are secured in a manner that prevents a person in care from falling, or exiting [RCR Sec 15(1)]	
Temperature and Lighting	Comments
<input type="checkbox"/> The temperature in bedroom(s), bathroom(s) and common room(s) are safe and comfortable [RCR Sec 16(1), (3)] <input type="checkbox"/> Bedroom(s), bathroom(s) and common room(s) are lit sufficiently [RCR Sec 16(2)] <ul style="list-style-type: none"> o <i>Lighting is sufficient to carry out activities and for ordinary use</i> o <i>Lighting is sufficient to protect health and safety</i> 	
Water Temperature	Comments
<input type="checkbox"/> Water accessible to a person in care, from any source, is not be heated to more than 49° Celsius [RCR Sec 17]	
Telephones	Comments
<input type="checkbox"/> There is at least one accessible and conveniently located telephone, for use only by persons in care [RCR Sec 18] <ul style="list-style-type: none"> o <i>Accessible at all times</i> o <i>Adaptations available</i> o <i>Accessible at all times</i> 	
Monitoring, Signalling and Communication	Comments
<input type="checkbox"/> If required there is a monitoring system or signalling device [RCR Sec 19(1)] <ul style="list-style-type: none"> o <i>Meets the needs of the persons in care.</i> o <i>Identifies to employees the location of the person in care</i> 	

<ul style="list-style-type: none"> ○ <i>Signal to employees that the person in care needs immediate assistance</i> □ Appropriate communication devices and other means of communication are provided [RCR Sec 19(2)] <ul style="list-style-type: none"> ○ <i>Are appropriate to meet needs</i> ○ <i>Enable persons in care to communicate their needs to employees</i> ○ <i>Enable employees to communicate with each other in respect of the needs of persons in care</i> ○ There is on display in a prominent place notice that electronic surveillance is being used [RCR Sec 19(3)] 	
Equipment and Furnishings	Comments
<ul style="list-style-type: none"> □ Furniture and equipment meets the needs, of the persons in care, are compatible with the health safety and dignity, are well maintained, and clean. [RCR Sec 21] <ul style="list-style-type: none"> ○ <i>Furniture meets the needs of the persons in care</i> ○ <i>Equipment meets the needs of the persons in care</i> ○ <i>Furniture is compatible with the health, safety and dignity of the persons in care</i> ○ <i>Equipment is compatible with the health, safety and dignity of the persons in care</i> ○ <i>Furniture is maintained in a good state of repair</i> ○ <i>Equipment is maintained in a safe and clean condition</i> 	
Maintenance	Comments
<ul style="list-style-type: none"> □ Rooms and common areas are well ventilated, in a good state of repair, safe and clean condition [RCR Sec 22(1)] <ul style="list-style-type: none"> ○ <i>Rooms and common areas are well ventilated</i> ○ <i>Rooms and common areas are maintained in a good state of repair</i> ○ <i>Rooms and common areas are not maintained in a safe and clean condition</i> □ Emergency exits are not obstructed or secured in a manner that may hinder exit in an emergency [RCR Sec 22(2)] □ All rooms and common areas, emergency exits, equipment, and monitoring and signalling devices are inspected and maintained on a regular basis [RCR Sec 22(3)] 	
Smoking	Comment
<ul style="list-style-type: none"> □ At the facility only persons in care are permitted to smoke and if necessary are supervised [RCR Sec 23 (a),(c)] <ul style="list-style-type: none"> ○ <i>Only persons in care smoke at the facility</i> ○ <i>Persons in care are supervised as required</i> □ Employees do not smoke while supervising persons in care [RCR Sec 23(b)] 	
Weapons	Comments
<ul style="list-style-type: none"> □ Weapons within the meaning of the <i>Criminal Code</i> (Canada) are not permitted in the facility [RCR Sec 24] 	

BEDROOMS	
Bedroom Occupancy	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> When two persons in care are accommodated in a single bedroom the requirements of the Regulation are met [RCR Sec 25(2),(b),(c),(d)] <ul style="list-style-type: none"> <i>o The bedroom is screened in a manner that is sufficient to ensure the privacy and dignity of each occupant</i> <i>o Measures are in place to protect the health, safety, personal comfort and dignity of each occupant</i> <i>o There are plans for the occupants of double rooms to be transferred to single rooms on request</i> <input type="checkbox"/> In a Child and Youth Residential facility no person in care over 6 years old is accommodated in a bedroom that is shared with a person of the opposite gender [RCR Sec 25(3)] 	
Physical Requirements of Bedrooms	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> Bedrooms meet the needs and provide for the health, safety and dignity of the occupant [RCR Sec 26(1)] <input type="checkbox"/> If suitable the bedroom door can be locked from the inside and unlocked in an emergency from the outside [Sec 26(3),(4)] [1105] <ul style="list-style-type: none"> <i>o Bedroom door(s) can be locked from the inside as requested</i> <i>o Bedroom door(s) can be unlocked from the outside</i> 	
Bedroom Windows	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> Each bedroom has a window that provides natural light, with coverings that block out light and protect the privacy of the occupant [RCR Sec 28(1)] <ul style="list-style-type: none"> <i>o Each bedroom window provide natural light</i> <i>o Each bedroom window does not have coverings that block out light and protect the privacy of the occupant</i> <input type="checkbox"/> Bedroom windows can be opened easily for ventilation unless there is an increased risk to the person in care or the facility is equipped with an air conditioning system or mechanical ventilating system [RCR Sec 28(2)] [Transitioned] <input type="checkbox"/> A bedroom with a non-ambulatory occupant has at least one window that provides visibility from a sitting position to the outside [RCR Sec 28(3)] [Transitioned] 	
Bedroom Furnishings	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> Persons in care are provided at no cost bedroom furnishings, including a safe, secure place to store valuable property, and a closet or wardrobe cabinet measuring at least 0.50 m²[RCR Sec 29] <ul style="list-style-type: none"> <i>o Person in care are not charged for bedroom furnishings</i> 	

<ul style="list-style-type: none"> ○ <i>There is safe, secure place in which the person in care may store valuable property</i> ○ <i>A closet or wardrobe cabinet measuring at least 0.50 m² is provided</i> □ *Persons in care are permitted to keep furniture, ornaments or other personal belongings in their room. [RCR Sec 29(2); Bill of Rights 2(f)] 	
---	--

BATHROOM FACILITIES

Physical Requirements of Bathrooms	Comments
<ul style="list-style-type: none"> □ Bathrooms have a door, with a lock that can be opened from the outside in case of an emergency [RCR Sec 30 (a)] □ Bathrooms have slip resistant material on the bottom of bathtub(s) and shower(s) [RCR Sec 30 (b)] □ Bathrooms have conveniently located and securely attached grab bars beside toilet(s), bathtub(s) and shower(s) to meet the needs and preferences of persons in care [RCR Sec. 30 (c)] □ Bathrooms have equipment that is necessary to protect health, safety and dignity of the persons in care [RCR Sec. 30 (d)] 	

COMMON AREAS AND WORK AREAS

Dining Areas	Comments
<ul style="list-style-type: none"> □ The dining area has seating for each person in care, and sufficient tables designed to accommodate persons in care in wheelchairs [RCR Sec 33 (a), (c)] <ul style="list-style-type: none"> ○ <i>There is enough seating for each person</i> ○ <i>There are sufficient tables designed to accommodate person in care in wheelchairs</i> 	
Lounges and Recreation Facilities	Comments
<ul style="list-style-type: none"> □ The facility provides comfortably furnished lounge facilities [RCR Sec 34(1), (2)(a)] □ A facility that provides Long Term Care has suitably equipped and comfortably furnished areas designated for recreational activities [RCR Sec 34(2)(b)] [Transitioned] □ Except as necessary for cleaning and maintenance lounges and recreation area are accessible at all times [RCR Sec 34(3)] <ul style="list-style-type: none"> ○ <i>Lounge areas are accessible</i> ○ <i>Recreation areas are accessible</i> 	
Designated Work Areas	Comments
<ul style="list-style-type: none"> □ There are appropriately furnished and equipped work areas for administrative work and other staff use [RCR Sec 35(1)(a)] □ There are appropriate, safe and secure locations for medications and the records 	

<p>of persons in care [RCR Sec 35(1)(b)]</p> <ul style="list-style-type: none"> o <i>The location for mediations is safe and appropriate</i> o <i>The location for records of persons in care is safe and appropriate</i> <p><input type="checkbox"/> There are secure, safe and adequate storage areas for cleaning agents, chemical products and other hazardous materials [RCR Sec 35 (1) (c)]</p> <p><input type="checkbox"/> There are separate utility areas for clean and soiled clothes, bedding and other articles [RCR Sec 35 (1) (d)]</p> <p><input type="checkbox"/> If used by persons in care, laundry facilities have a slip resistant floor surface [RCR Sec 31 (2) (a)]</p> <p><input type="checkbox"/> If not used by persons in care, laundry facilities cannot be accessed by the individuals [RCR Sec 35 (2) (b)]</p>	
Outside Activity Areas	Comments
<p><input type="checkbox"/> Outside activity areas have a surfaced patio area including a reasonable amount of shelter from sun and inclement weather [RCR Sec 36 (1)(b)] [Transitioned]</p> <ul style="list-style-type: none"> o <i>There is surfaced patio area(s)</i> o <i>Shelter from sun and inclement weather is available</i> <p><input type="checkbox"/> Outside activity areas have comfortable seating [RCR Sec 36 (1)(c)]</p> <p><input type="checkbox"/> If necessary to protect the health or safety of persons in care, outside activity area is secured by a fence or other means [RCR Sec 36 (2)]</p>	
Emergency Preparations	Comments
<p><input type="checkbox"/> Employees have access to reliable communications equipment in an emergency [RCR Sec 51(5)]</p>	
Menu Planning	Comments
<p><input type="checkbox"/> Weekly menu posted in each dining area for Long Term Care [RCR Sec 62(4)]</p>	
Packaging and Storage of Medications	Comments
<p><input type="checkbox"/> Medications are safely and securely stored [RCR Sec 69(3)(a)]</p> <p><input type="checkbox"/> Medication for a person in care who self-administers is safely stored in a secure storage area [RCR Sec 69(3)(b)]</p> <ul style="list-style-type: none"> o <i>There is a safe and secure storage area for self-administered medication</i> o <i>Medication for self-administration is stored in a safe and secure storage area</i> 	

II. STAFFING

GENERAL STAFFING REQUIREMENTS

Character and Skill Requirements	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> Prior to employment the licensee obtained the appropriate information regarding the staff person [RCR Sec 37(1)] <ul style="list-style-type: none"> <i>o The required documentation was obtained prior to hiring</i> <i>o Criminal record check was obtained</i> <i>o Character references were obtained</i> <i>o Record of the person's work history was obtained</i> <i>o Copies of diplomas, certificate or other evidence of the person's training and skills was obtained</i> <i>o Evidence that the person has complied with the Province's immunization and tuberculosis control programs was obtained</i> <input type="checkbox"/> Manager or employee(s) is of good character, has the personality, ability and temperament to manage or work with persons in care and has the training, experience and skills necessary to carry out the duties assigned [RCR Sec 37(2)] 	
Additional Criminal Record Checks (CRC)	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> A CRC is obtained for any person (except persons in care) ordinarily present and over age of 12 permitted on premises while children or youth present [RCR Sec 38] 	
Continuing Monitoring of Employees	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> Employee performance is reviewed regularly to ensure that they continue to meet the requirements of this regulation and demonstrates the competence required for their duties [RCR Sec 40(1). (3)] <ul style="list-style-type: none"> <i>o Employee performance is reviewed regularly</i> <i>o Employees carry out duties for which they have the necessary training and experience or demonstrate the necessary competence</i> 	

COVERAGE AND NECESSARY STAFF

Management and Supervisory Staff	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> A manager has been appointed for the facility [CCALA Sec 7(1)(d)] <input type="checkbox"/> An adult employee is designated as acting manager if the manager is temporarily absent from the facility [RCR Sec 41(1)] <input type="checkbox"/> A qualified employee is designated to supervise employees providing care, coordinate and monitor the care and manage unusual situations [RCR Sec 41(2)] 	
Staffing Coverage	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> Employees on duty are sufficient in numbers, training, experience, and organized in an appropriate pattern to meet the needs, assist in activities of daily living, and communicate with the persons in care [RCR Sec 42(1), (3)] 	

<ul style="list-style-type: none"> ○ <i>There are sufficient numbers of employees</i> ○ <i>The employees have training and experience to assist in activities of daily living in a manner consistent with the health safety and dignity of persons in care</i> ○ <i>The employees have training and experience to assist with eating in a manner consistent with the health safety and dignity of persons in care</i> ○ <i>The staffing pattern is appropriate</i> ○ <i>There is an employee on duty at all times who can communicate effectively with all of the persons in care</i> ○ <i>Persons in care who require supervision when outside the facility are appropriately supervised [RCR Sec 42(2)]</i> 	
<p>Employee Trained in First Aid</p>	<p>Comments</p>
<ul style="list-style-type: none"> □ <i>Persons in care have at all times immediate access to an employee who is certified in first aid and CPR, knowledgeable about their medical condition and able to communicate with emergency personnel [RCR Sec 43(1)]</i> <ul style="list-style-type: none"> ○ <i>There is immediate access to an employee who is certified in first aid and CPR</i> ○ <i>There is immediate access to an employee knowledgeable about their medical condition</i> ○ <i>There is immediate access to an employee who is able to communicate with emergency personnel</i> □ <i>First aid supplies are readily accessible to all employees, including while care is provided off the facility premises [RCR Sec 43(2)]</i> <ul style="list-style-type: none"> ○ <i>The first aid supplies are sufficient</i> ○ <i>First aid supplies are provided while off the facility premises</i> 	
<p>Food Services Employees</p>	<p>Comments</p>
<ul style="list-style-type: none"> □ <i>Employees responsible for the preparation and delivery of food have experience, competence and training to ensure food is safely prepared, handled and meets the nutritional needs [RCR Sec (44)(1)(a)]</i> <ul style="list-style-type: none"> ○ <i>Employees have experience, competence and training to ensure food is safely prepared and handled</i> ○ <i>Employees have experience, competence and training to ensure food is prepared to meet the nutritional needs of persons in care</i> □ <i>Employees receive ongoing education on the preparation and delivery of food, nutrition and if required, assisted eating techniques [RCR Sec (44)(1)(b)]</i> <ul style="list-style-type: none"> ○ <i>Employees receive ongoing education on preparation and delivery of food</i> ○ <i>Employees receive ongoing education on nutrition</i> ○ <i>Employees receive ongoing education on assisted eating techniques</i> □ <i>A CSNM qualified nutrition manager or registered dietitian supervises the preparation and delivery of food in a facility 50 beds and over [RCR Sec (44)(2)]</i> 	

<p align="center">Employee Responsible for Activities</p>	<p align="center">Comments</p>
<ul style="list-style-type: none"> <input type="checkbox"/> A qualified employee is designated to organize and supervise physical, social and recreational activities and has sufficient time to carry out activities [RCR Sec (45)(a)(b)] <input type="checkbox"/> Persons in care have sufficient time to participate in activities [RCR Sec (45)(c)] 	
<p align="center">Emergency Preparations</p>	<p align="center">Comments</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Employees have been trained in the implementation of the plans and in the use of emergency equipment [RCR Sec 51(3)] <ul style="list-style-type: none"> <i>o Employees have been trained in the implementation of emergency plans</i> <i>o Employees have been trained in the use of emergency equipment</i> 	
<p align="center">Medication Safety and Advisory Committee (MSAC)</p>	<p align="center">Comments</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Employees comply with the policies and procedures of the MSAC [RCR Sec 68(4)] 	
<p align="center">Administration of Medication</p>	<p align="center">Comments</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Employees who store, handle, or administer medications are <ul style="list-style-type: none"> <i>o 19 years of age or older, and</i> <i>o Have successfully completed any training programs established by the MSAC [RCR Sec 70(2)]</i> 	
<p align="center">How Long Records Must be Kept</p>	<p align="center">Comments</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Signed original forms authorizing criminal record checks are kept for 5 years [RCR Sec 92(2)] <input type="checkbox"/> Records required to assess character and skill requirements and criminal record checks are kept for the entire time the employee is employed [RCR Sec 92(3)(a),(b)] <input type="checkbox"/> Character references are returned or destroyed immediately after a person who was the subject of a character reference is no longer employed by or ordinarily present at the facility [RCR Sec 92(4)] 	

III. POLICIES AND PROCEDURES

ADDITIONAL RECORDS

Policies and Procedures	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> There are written and implemented policies and procedures to guide staff in the care and supervision of the persons in care [RCR Sec 85(1)(a), (d)] <input type="checkbox"/> The written and policies and procedures are reviewed and revised if necessary at least once each year [RCR Sec 85(1)(b)] <input type="checkbox"/> All policies and procedures are available to employees, the medical health officer and the person in cares' representative on request [RCR Sec 85(1)(c) (i, ii, iii)] <input type="checkbox"/> *All policies and procedures are available to persons in care [RCR Sec 85(1)(cii.1); Bill of Rights 4(a)] <input type="checkbox"/> A facility providing Long Term Care has a fall prevention policy and procedure with the required elements [RCR Sec 85(2a)] <ul style="list-style-type: none"> o <i>Policy and procedure for falls prevention</i> o <i>assessment of the nature of the risks that may result in persons in care falling</i> o <i>Policy and procedure includes a plan for preventing persons in care from falling</i> o <i>Policy and procedure includes a plan for responding to a fall suffered by a person in care, including steps to be taken to ensure the health and safety and to prevent subsequent falls</i> <input type="checkbox"/> The facility has written policies and procedures as prescribed by the regulation [RCR Sec 85(2)(b-l)] <ul style="list-style-type: none"> o <i>Orientation of new managers and employees</i> o <i>Continuing education of managers and employees</i> o <i>How to express concerns, make complaints and resolve disputes</i> o <i>Access to persons in care by persons who are not employees</i> o <i>Release of persons in care.</i> o <i>Monitoring of nutrition</i> o <i>Monitoring of the medication</i> o <i>Use of restraints in an emergency.</i> o <i>Responding to reportable incidents</i> o <i>Missing and wandering</i> o <i>Record keeping</i> o <i>Long Term Care facility has a written policy to address care in hot weather.</i> o <i>Long Term Care facility has a written policy to address hydration</i> 	

Advice on Admission	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> *Prior to admission persons in care are informed of all charges, fees and other amounts that must be paid for accommodation and other services [RCR Sec 48(1) (a); Bill of Rights 4(c)] <input type="checkbox"/> On admission persons in care are informed of the facility's policies respecting expressing concerns, making complaints and resolving disputes [RCR Sec 48(1) (b)] <input type="checkbox"/> *Prior to admission persons in care are informed on how to express concerns or make complaints to the medical health officer or the Patient Care Quality Office [RCR Sec 48(1) (c); Bill of Rights 3(e)] <input type="checkbox"/> *Persons in care are able to have family or a representative receive advice on admission and, make complaints [RCR Sec 48(1); Bill of Rights 3(f)] <ul style="list-style-type: none"> <input type="checkbox"/> <i>Persons in care are advised on how to express concerns or make complaints to the medical health officer</i> <input type="checkbox"/> <i>Persons in care are advised on how to express concerns or make complaints under the Patient Care Quality Review Board Act</i> <input type="checkbox"/> *Required advice is communicated in a manner appropriate to the skills and abilities of the person or the person's parent or representative [RCR Sec 48(2); Bill of Rights 4(e)] 	

Repayment Agreements	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> *Persons in care who make prepayments are provided written terms and conditions under which a refund may be made [CCALA Sec 19; Bill of Rights 4(d)] 	

Emergency Preparations	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> There is an emergency plan displayed in a prominent place that sets out procedures to prepare for, mitigate, respond to and recover from any emergency, including procedures for evacuation and how persons in care will be cared for [RCR Sec 51(1),(4)] <ul style="list-style-type: none"> <input type="checkbox"/> <i>There is an emergency plan</i> <input type="checkbox"/> <i>Emergency plan include all required elements</i> <input type="checkbox"/> <i>The emergency plan includes procedures for evacuation</i> <input type="checkbox"/> <i>There is a plan for how persons in care will continue to be cared for in an emergency</i> <input type="checkbox"/> <i>A copy of the emergency plan is displayed in a prominent place</i> <input type="checkbox"/> The emergency plans are updated when there is any change in the facility [RCR Sec 51(2)] 	

Dispute Resolution	Comments
<input type="checkbox"/> *There is access to a fair, prompt and effective process to express concerns, make complaints or resolve disputes within the facility [RCR Sec 60; Bill of Rights 3(d)] <ul style="list-style-type: none"> ○ <i>There is access to a fair, prompt and effective process to express a concern, make a complaint or resolve a dispute</i> ○ <i>There is no retaliation against a person in care as a result of someone expressing a concern or making a complaint</i> ○ <i>Complaints, concerns and disputes are responded to promptly</i> 	
Medication Safety and Advisory Committee (MSAC)	Comment
<input type="checkbox"/> The MSAC establishes and reviews training, orientation programs, and policies and procedures [RCR Sec 68(3)] <ul style="list-style-type: none"> ○ <i>There are training and orientation programs for employees</i> ○ <i>There are policies and procedures for the safe and effective storage, handling and administration of medications</i> ○ <i>There are policies and procedures for the immediate response to and reporting of medication errors and adverse reactions to medications</i> 	
When Restraints may be Used	Comments
<input type="checkbox"/> Except in an emergency, there is written agreement to the use of a restraint by both person in care or their representative and the medical practitioner or nurse practitioner responsible for the health of the person in care [RCR Sec 74(1)] <ul style="list-style-type: none"> ○ <i>There is written agreement to the use of a restraint by the person in care or their representative</i> ○ <i>There is written agreement to the use of a restraint by the medical practitioner or nurse practitioner responsible for the health of the person in care</i> 	
Reassessment	Comments
<input type="checkbox"/> If an emergency restraint continues to be used either continuously or intermittently, for more than 24 hours the required written agreements have been obtained and the conditions set out in section 73 (2) [restrictions on use of restraints] have been met [RCR Sec 75(2)] <ul style="list-style-type: none"> ○ <i>There is written agreement to the use of a restraint by the person in care or their representative</i> ○ <i>There is written agreement to the use of a restraint by the medical practitioner or nurse practitioner responsible for the health of the person in care</i> ○ <i>The safety, physical and emotional dignity of the person in care is monitored throughout the use of the restraint, and assessed after the use of the restraint</i> 	

- *All alternatives to the use of the restraint have been considered and either implemented or rejected*
- *Employees administering the restraint have received training in alternatives to the use of restraints and determining when alternatives are most appropriate, and the use and monitoring of restraints*
- *Employees administering the restraint follow any instructions in the care plan of the person in care respecting the use of restraints*
- *The use of the restraint, its type and the duration for which it is used is documented in the care plan of the person in care*

IV. CARE AND SUPERVISION

ADMISSION AND CONTINUING ACCOMMODATION

Prohibited Service	Comments
<input type="checkbox"/> Only those persons who will receive safe and adequate care are accommodated as specified on the license [RCR Sec 46(1), (2)] <ul style="list-style-type: none"> ○ <i>Care provided is the type specified on the license</i> ○ <i>Number of persons in care does not exceed maximum licensed capacity</i> ○ <i>Persons less than 19 years of age are not accommodated with persons over 19 years of age</i> 	
Admission Screening	Comments
<input type="checkbox"/> Screening is done prior to admission to ensure safe and adequate care [RCR Sec 47(1), (2)] <ul style="list-style-type: none"> ○ <i>Screening is done prior to admission</i> ○ <i>Training, experience, number of employees and/or staffing coverage has been considered</i> ○ <i>Design of the facility and/or equipment has been considered</i> ○ <i>Needs of the person in care has been considered</i> ○ <i>The health, safety and dignity of other person(s) in care have been considered</i> ○ <i>Any criteria set by, or advice or information from, a funding program has been considered</i> 	
Other Requirements on Admission	Comments
<input type="checkbox"/> Risk of leaving the facility without notification is assessed on admission [RCR Sec 49(3)]	
Continuing Accommodation	Comments
<input type="checkbox"/> Health and safety of persons in care are regularly monitored [RCR Sec 50(1)] <input type="checkbox"/> Except in an emergency, person(s) in care is not sent to hospital unless directed by medical or nurse practitioner [RCR Sec 50(2)(a)] <input type="checkbox"/> Except in an emergency, or under the Mental Health Act, person in care is not transferred to another community care facility without person or representative's consent [RCR Sec 50(2)(b)]	

GENERAL CARE REQUIREMENTS

Harmful Actions Not Permitted	Comments
<input type="checkbox"/> *Persons in care are not subjected to abuse, neglect, or deprivations of food or fluids as a form of punishment [RCR Sec 52(1); Bill of Rights 2(b)] <ul style="list-style-type: none"> ○ <i>Persons in care are not subjected to abuse or neglect</i> ○ <i>Persons in care are not deprived of food or fluids as a form of</i> 	

<ul style="list-style-type: none"> <i>punishment</i> <ul style="list-style-type: none"> o <i>There is a policy on abuse and neglect of persons in care</i> o <i>There is staff training regarding abuse and neglect of persons in care</i> <input type="checkbox"/> *Food or fluids are not used as a form of reward to person in care [RCR Sec 52(2); Bill of Rights 2(b)] 	
Privacy	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> *The privacy of persons in care is respected, including the privacy of bedrooms, belongings and storage area [RCR Sec 53; Bill of Rights 2 (d)] 	
General Health and Hygiene	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> Persons in care are assisted in obtaining health services and a medical practitioner or nurse practitioner can be contacted in an emergency [RCR Sec 54(2)] <input type="checkbox"/> Persons in care are assisted in daily oral health care and are encouraged to have a dental exam once a year [RCR Sec 54(3)] 	
Identification of Persons in Care Off-Site	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> Person(s) in care has been provided with the appropriate documentation to keep in their possession when away from the facility [RCR Sec 56(1)] <ul style="list-style-type: none"> o <i>The person in care has been provided with documentation</i> o <i>Documentation includes the person in care's name</i> o <i>Documentation includes the community care facility's name</i> o <i>Documentation includes emergency contact information</i> <input type="checkbox"/> If a person(s) in care may leave the facility without notifying an employee and is not capable of identifying his or herself they are fitted with an identification bracelet or other means not easily removed [RCR Sec 56(3)] <ul style="list-style-type: none"> o <i>A bracelet or other means has been provided</i> o <i>Does indicate the person in care's name</i> o <i>Does indicate the community care facility's name</i> o <i>Does indicate the emergency contact information</i> 	
Access to Persons in Care	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> Parents or representatives have reasonable access to a person in care for whom he or she is responsible. [RCR Sec 57(1)] <input type="checkbox"/> *Persons in care can receive visitors at any time and are able to communicate with them in private [RCR Sec 57(2); Bill of Rights 2(e)] <ul style="list-style-type: none"> o <i>Persons in care are permitted to receive visitors of choice at any time</i> o <i>Visiting times are not limited</i> o <i>Persons in care are able to communicate with visitors in private</i> <input type="checkbox"/> Persons restricted or prohibited from accessing a person in care by court order or an order issued under an enactment are denied access [RCR Sec 57(3)] 	
Release or Removal of Persons in Care	
<ul style="list-style-type: none"> <input type="checkbox"/> A person in care is not released or removed from the facility by any person except the person in care's parent or representative, or a person authorized in writing by that person [RCR Sec 58] 	

Family and Resident Council	Comments
<input type="checkbox"/> *There is an annual opportunity for persons in care and family members to establish and participate in a council to represent their interests [RCR Sec 59; Bill of Rights 3(b)] <ul style="list-style-type: none"> <input type="checkbox"/> <i>Persons in care and family members are provided with the opportunity to establish a council</i> <input type="checkbox"/> <i>The council(s) or if no council(s) a group have an opportunity to meet with the licensee</i> <input type="checkbox"/> *Persons in care are able to have family or a representative participates on the resident or family council on their own behalf [RCR Sec. 59; Bill of Rights 3(c)]	
Food Preparation and Service	Comments
<input type="checkbox"/> Meals are served in a dining area [RCR Sec 63(3)(a)] <input type="checkbox"/> Temporary room tray service is available for those unable to attend a dining area [RCR Sec 63(3)(b)] <input type="checkbox"/> If needed, ongoing room tray service is available if indicated in the care plan [RCR Sec 63(3)(c)(ii)] <input type="checkbox"/> Ongoing tray service is approved and reassessed every 30 days by the person in care's medical practitioner or nurse practitioner [RCR Sec 63(3)(c)(iii)(iv)] <input type="checkbox"/> Meals are not provided by ongoing room tray service or the convenience of employees [RCR Sec 63(4)] <input type="checkbox"/> Sufficient time and assistance provided to ensure safety and comfort with eating [RCR Sec 63(5)] <ul style="list-style-type: none"> <input type="checkbox"/> <i>Sufficient time is provided to ensure safety and comfort</i> <input type="checkbox"/> <i>Sufficient assistance is provided to ensure safety and comfort</i> 	
Eating Aids and Supplements	Comments
<input type="checkbox"/> Children are not fed by means of a propped bottle [RCR Sec 67(2)]	
USE OF RESTRAINTS	
Restrictions on Use of Restraints	Comments
<input type="checkbox"/> Restraints are not used unless it is necessary to protect the person in care or others from serious physical harm, are minimal as possible and the safety and physical and emotional dignity is monitored and conditions of the regulation have been followed [RCR Sec 73(1),(2)] <ul style="list-style-type: none"> <input type="checkbox"/> <i>A restraint was inappropriately used</i> <input type="checkbox"/> <i>Restraint are as minimal as possible, taking into consideration both the nature of the restraint and the duration for which it is used</i> <input type="checkbox"/> <i>The safety, physical and emotional dignity of the person in care is monitored throughout the use of the restraint, and assessed after the use of the restraint</i> 	

<ul style="list-style-type: none"> ○ <i>All alternatives to the use of the restraint have been considered and either implemented or rejected</i> ○ <i>Employees administering the restraint have received training in alternatives to the use of restraints and determining when alternatives are most appropriate, and the use and monitoring of restraints</i> ○ <i>Employees administering the restraint follow instructions in the care plan of the person in care respecting the use of restraints</i> ○ <i>The use of the restraint, its type and the duration for which it is used is documented in the care plan of the person in care</i> □ <i>Following the use of an emergency restraint the appropriate information and advice is given and documented on the care plan [RCR Sec 73(3)]</i> <ul style="list-style-type: none"> ○ <i>The appropriate information and advice was t given to the person in care who was restrained</i> ○ <i>The appropriate information and advice was given each person who witnessed the use of the restraint</i> ○ <i>The appropriate information and advice was given each employee involved in the use of the restraint</i> ○ <i>The information and advice given was documented in the care plan</i> 	
When Restraints may be Used	Comments
<ul style="list-style-type: none"> □ <i>Person(s) in care is not restrained for the purpose of punishment or discipline or the convenience of employees [RCR Sec 74(2)]</i> <ul style="list-style-type: none"> ○ <i>The person(s) in care is not restrained for the purpose of punishment or discipline</i> ○ <i>The person(s) in care is not restrained for the convenience of employees</i> 	
Reassessment	Comments
<ul style="list-style-type: none"> □ <i>If a person in care has been restrained, the need has been reassessed at least once within 24 hours after the first use [RCR Sec 75(1)]</i> □ <i>A restraint used under section 74(1)(b) that continues either continuously or intermittently for more than 24 hours is reassessed within the specified time consulting with those who agreed to the use of the restraint [RCR Sec 75(3)]</i> <ul style="list-style-type: none"> ○ <i>The restraint has been reassessed in the time specified in the care plan</i> ○ <i>The restraint has been reassessed in the time specified by the persons who agreed</i> ○ <i>Consultation, to the extent reasonably practical, with the persons who agreed to the use of the restraint was done</i> 	
Care Plan Needed if More Than 30 Day Stay	Comments
<ul style="list-style-type: none"> □ <i>*Persons in care or their representatives participate in the development and implementation of care plans [RCR Sec 81(2)(a); Bill of Rights 3(a)]</i> □ <i>*Care plans take into account the persons in care's unique abilities, physical, social and emotional needs, and cultural and spiritual preferences [RCR Sec 81(2)(b); Bill of Rights 1(b)]</i> 	

<ul style="list-style-type: none"> <input type="checkbox"/> The care plan(s) contains all items that must be recorded under this regulation [RCR Sec 81(3)] <ul style="list-style-type: none"> o <i>Medication, including self-administered medication</i> o <i>Behavioural intervention</i> o <i>The type or nature of restraint and the frequency of reassessment</i> o <i>Oral health care</i> o <i>Nutrition plan that assesses a person in care's nutrition status.</i> o <i>Recreation and leisure plan</i> o <i>Fall prevention plan that assesses the nature of the risk of falling</i> o <i>A falls prevention plan</i> o <i>Plan for following up on any falls</i> o <i>A plan to prevent a wanderer from leaving the facility</i> o <i>A plan to locate the person in care who is a wanderer</i> o <i>Child or youth, any special instruction given in writing by a parent of the child or youth</i> o <i>A plan if the person in care is on leave under the Mental Health Act or is admitted to the community care facility under an enactment or court order, any condition or requirement</i> <input type="checkbox"/> The implementation of care plans is monitored on a regular basis to ensure proper implementation [RCR Sec 81(4)(a)] <input type="checkbox"/> Care plan(s) is reviewed and, if necessary, modified if there is a substantial change in the circumstances of the person in care or at least once a year [RCR Sec 81(4)(b)] <ul style="list-style-type: none"> o <i>Care plan(s) are reviewed and, if necessary, modified if there is a substantial change</i> o <i>Care plan(s) are reviewed at least once a year</i> <input type="checkbox"/> To the extent reasonably practical, persons in care participate in the review and modification of their own care plans [RCR Sec 81(4)(c)] 	
--	--

Implementation of Care Plans	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> The care and supervision of a person in care is consistent with the terms and conditions of the care plan [RCR Sec 82] 	

Nutrition Plan	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> A nutrition plan is developed within 30 days of admission, includes assessment, nutrition to be provided and requirement of therapeutic diets [RCR Sec 81(3)(c)(i)(ii)] <ul style="list-style-type: none"> o <i>Nutrition care plan is developed within 30 days of admission</i> o <i>Nutrition care plan includes assessment, nutrition to be provided, and requirement of therapeutic diets</i> <input type="checkbox"/> Nutrition plans are implemented, monitored, reviewed, modified as needed or at least annually if no substantial change, and allows participation by person in care 	

<p>[RCR Sec 81(4)(a),(b)(i)(ii),(c)]</p> <ul style="list-style-type: none"> <input type="checkbox"/> For facilities over 24 persons in care, the nutrition plan is developed and reviewed on a regular basis with a dietitian [RCR Sec 83(2),(3)(b)] <ul style="list-style-type: none"> <input type="checkbox"/> <i>For facilities over 24 persons in care, the nutrition care plan developed with a dietitian</i> <input type="checkbox"/> <i>For facilities over 24 persons in care, the nutrition care plan is reviewed with a dietitian regularly</i> <input type="checkbox"/> For facilities with 24 or fewer persons in care, the nutritional needs, including nutritional risk are assessed [RCR Sec 83(1)(b)(i)(ii)(iii)] <input type="checkbox"/> For facilities with 24 or fewer persons in care the nutrition plan(s) is reviewed on a regular [RCR Sec 83(3)(a)] <input type="checkbox"/> For facilities with 24 or fewer persons in care the nutrition plan is reviewed by a dietitian if requested or required by the health care provider, the medical health officer or the funding program [RCR Sec 83(3)(c)] <input type="checkbox"/> Unintentional significant changes in weight are immediately referred to a health care provider [RCR Sec 83(4)(b),(5)(b)] <input type="checkbox"/> If monthly weights are missing, the reason is documented [RCR Sec 83(5)(a)] 	
--	--

Advance Directives and Care Plans	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> Persons in care are not required to sign advance directives or level of intervention documents as a condition of admission or an ongoing requirement [DOLSOP] 	

V. NUTRITION AND FOOD SERVICES

Menu Planning	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> Minimum 4 week menu plan used [RCR Sec 62(1)(b)] <input type="checkbox"/> Where stay is less than 6 weeks, a weekly menu is used [RCR Sec 62(1)(a)] <input type="checkbox"/> Menu provides a nutritious morning, noon and evening meal where each meal contains at least 3 food groups as per Canada Food Guide [RCR Sec 62(2)(a)] <ul style="list-style-type: none"> <i>o Meals are nutritious</i> <i>o Meals provide at least 3 food groups</i> <input type="checkbox"/> Menu provides a minimum of 2 nutritious snacks; each snack contains a minimum of 2 food groups as per Canada's Food Guide [RCR Sec 62(2)(b)] <ul style="list-style-type: none"> <i>o 2 nutritious snacks are provided</i> <i>o Snacks contain at least 2 food groups</i> <input type="checkbox"/> Menu provides variety, including seasonal variation [RCR Sec 62(2)(c)(iii)] <input type="checkbox"/> Menu is based on the nutrition plans, nutrition needs, age, gender, and activity level of the persons in care [RCR Sec 62(2)(c)(i)] <input type="checkbox"/> Menu reflects food preferences and cultural background [RCR Sec 62 (2)(c)(ii)] <ul style="list-style-type: none"> <i>o Menu reflects food preferences</i> <i>o Menu reflects cultural background</i> <input type="checkbox"/> Menu considers texture, colour , taste, visual appeal and food safety [RCR Sec 62(2)(c)(iv)] <ul style="list-style-type: none"> <i>o Menu considers taste, colour, or visual appeal</i> <i>o Menu considers food safety</i> <input type="checkbox"/> Menu substitutions provide similar nutritional value [RCR Sec 62(2)(d)] <input type="checkbox"/> Menu is followed and if unable to do so, the food provided meets nutritional requirements [RCR Sec 62(3)] <ul style="list-style-type: none"> <i>o Menu is followed</i> <i>o Menu substitutions meet nutritional requirements</i> 	
Food Preparation and Service	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> Personal preferences and cultural background are considered in food preparation and service [RCR Sec 63(2)] 	
Food Service Schedule	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> Breakfast is between 7:00 a.m. and 9:00 a.m. lunch is between 11:45 a.m. and 1:00 pm, and supper is served after 5:00 p.m. [RCR Sec 64 (1)(a),(b),(c)] <ul style="list-style-type: none"> <i>o Breakfast is between 7:00 am and 9:00 am</i> <i>o Lunch is between 11:45 am and 1:00 pm</i> <i>o Supper is served after 5:00 pm</i> <input type="checkbox"/> Snacks times meet the needs of the persons in care [RCR Sec 64(1)(d)] <input type="checkbox"/> In Child and Youth Residential homes, meal and snack times meet the needs of the child/youth [RCR Sec 64(2)] <input type="checkbox"/> If preferred by persons in care, brunch can be provided on weekends and 	

<p>holidays [RCR Sec 64(3)]</p> <p><input type="checkbox"/> Packed meals and snacks are provided if Person in care is absent [RCR Sec 64(4)]</p>	
Individual Nutrition Needs	Comments
<p><input type="checkbox"/> Adequate food is provided to meet the persons in cares' personal nutritional needs based on Canada's Food Guide and their nutrition plan [RCR Sec 66(1)]</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Food is adequate to meet personal nutritional needs based on Canada's Food Guide</i> <input type="checkbox"/> <i>Food is adequate to meet the personal nutrition plan</i> <p><input type="checkbox"/> Fluids are provided in sufficient quantity and variation to meet needs and preferences [RCR Sec 66(2)]</p>	
Eating Aids and Supplements	Comments
<p><input type="checkbox"/> Nutrition supplements or tube feedings are provided as required by the nutrition plan or as ordered is provided [RCR Sec 67(1)(a)(b)]</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Nutrition supplements are provided as ordered</i> <input type="checkbox"/> <i>Tube feedings are provided as ordered</i> <p><input type="checkbox"/> Eating aids, personal assistance or supervision is provided if required or as per the nutrition plan [RCR Sec 67(1)(c)(i)(ii)]</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Eating aids are provided</i> <input type="checkbox"/> <i>Personal assistance or supervision is provided</i> 	

VI. MEDICATION

Medication Safety and Advisory Committee (MSAC)	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> There is a MSAC with the appropriate membership [RCR Sec 68(1)] <ul style="list-style-type: none"> ○ <i>MSAC includes the manager or a person designated by the manager</i> ○ <i>MSAC includes the supervising pharmacist</i> ○ <i>MSAC includes the health care provider responsible for the immediate supervision of health care services</i> <input type="checkbox"/> A supervising pharmacist has been appointed RCR [Sec 68(2)] <ul style="list-style-type: none"> ○ <i>Supervising pharmacist serves on the medication safety and advisory committee</i> ○ <i>Supervising pharmacist inspects the areas of the facility where medications will be stored</i> ○ <i>Supervising pharmacist consults with employees respecting medication interactions and other problems related to medication</i> ○ <i>Supervising pharmacist consults with employees respecting medication interactions and other problems related to medication</i> 	
Packaging and Storage of Medication	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> A pharmacist packages and records all medications on the medication administration record [RCR Sec 69(1)] <ul style="list-style-type: none"> ○ <i>A pharmacist packages all medication</i> ○ <i>A pharmacist records medication on the medication administration record</i> <input type="checkbox"/> Medications remain in the original labelled container or package provided by the dispensing pharmacy until administered [RCR Sec 69(2)] 	
Administration of Medication	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> Medications administered have been prescribed or ordered by a medical practitioner or nurse practitioner [RCR Sec 70(1)] <input type="checkbox"/> Medications are stored, handled and administered appropriately [RCR Sec 70(3)] <ul style="list-style-type: none"> ○ <i>Only employees administer medications</i> ○ <i>Appropriate arrangements are made for the administration of medication when the person in care is absent from the facility</i> <input type="checkbox"/> Self-administration of medication has been approved by the MSAC and the practitioner who ordered the medication, and is included in the care plan [RCR Sec 70(4)] <ul style="list-style-type: none"> ○ <i>Self-administration is approved by the MSAC</i> ○ <i>Self-administration is approved by the medical practitioner or nurse practitioner who prescribed or ordered the medication</i> ○ <i>Self-administration is included on the care plan</i> 	

Changes to Directions for Use of Medication	Comments
<input type="checkbox"/> Employees do not make handwritten changes to the directions for use of a medication on the medication container or package [RCR Sec 71(a)]	
Return of Medication to Pharmacy	Comments
<input type="checkbox"/> Medication is returned to the dispensing pharmacy as required [RCR Sec 72] <ul style="list-style-type: none">○ <i>Medication is returned when the person in care is no longer taking it</i>○ <i>Expired medication is returned to the pharmacy</i>	

VII. HYGIENE AND COMMUNICABLE DISEASE CONTROL

Continuing Health of Employees	Comments
<input type="checkbox"/> There is evidence of employee(s) continued compliance with the Province's immunization and TB program [RCR Sec 39(1)] <ul style="list-style-type: none"> ○ <i>Evidence of employee(s) continued compliance with the immunization program</i> ○ <i>Evidence of employee(s) continued compliance the TB program</i> 	
Other Requirements on Admission	Comments
<input type="checkbox"/> All persons admitted comply with the Province's immunization and TB control programs [RCR Sec 49(1); DOLSOP] <ul style="list-style-type: none"> ○ <i>Compliance with the Provinces immunization program</i> ○ <i>Compliance with the Provinces TB control program</i> ○ <i>Immunization status on admission is reviewed. (DOLSOP)</i> ○ <i>Immunization status is reviewed regularly.(DOLSOP)</i> ○ <i>Clear and up-to-date records of the immunization status of each person in care is kept.(DOLSOP)</i> ○ <i>Information to persons in care regarding the benefits of immunization is not provided.(DOLSOP)</i> ○ <i>There is consultation with the Medical Health Officer of their health authority with respect to vaccine programs which should be offered to persons in care .(DOLSOP)</i> ○ <i>A care plan, which includes individual outbreak prevention and control policies, for each resident on admission, is developed</i> ○ <i>General facility outbreak prevention and control policies as recommended by the health authority's Medical Health Officer are developed</i> 	
General Health and Hygiene	Comments
<input type="checkbox"/> There is a program to instruct, if necessary, and assist persons in care in maintaining health and hygiene. [RCR Sec 54 (1)] <ul style="list-style-type: none"> ○ <i>Liquid hand soap and disposable towels are readily available at all appropriate sinks</i> ○ <i>Appropriate disposable gloves are not available to staff</i> 	
Food Preparation and Service	Comments
<input type="checkbox"/> Food is safely prepared, stored, served and handled. [RCR Sec 63(1)]	

Participation by Persons in Care	Comments
<input type="checkbox"/> Adequate supervision is provided to persons in care participating in food preparation or service to ensure safety [RCR Sec 65(2)]	

Notification of Illness or Injury	Comments
<input type="checkbox"/> The medical health officer has been notified within 24 hours that a person in care has a reportable communicable disease as listed in Schedule A of the Health Act Communicable Disease Regulation [RCR Sec 76(2)]	

VIII. RECORDS AND REPORTING

MATTERS THAT MUST BE REPORTED

Notification of Illness or Injury	Comments
<input type="checkbox"/> If a person in care becomes ill or is injured the parent or representative, or contact person, of the person in care is notified immediately [RCR Sec 76(1)]	
Reportable Incidents	Comments
<input type="checkbox"/> Reportable incidents have been reported with appropriate notifications [RCR Sec 77,(2),(3)] <ul style="list-style-type: none"> <input type="checkbox"/> Parent, representative or contact person is notified <input type="checkbox"/> The medical or nurse practitioner is notified <input type="checkbox"/> The MHO or Licensing Officer is notified <input type="checkbox"/> The funding program, if any, is notified. 	

RECORDS FOR EACH PERSON IN CARE

Records for Each Person in Care	Comments
<input type="checkbox"/> The facility keeps a record for each person in care with the information specified by the regulation [RCR Sec 78(1)] <ul style="list-style-type: none"> <input type="checkbox"/> <i>Files contain the name, sex, date of birth, medical insurance plan number and immunization status</i> <input type="checkbox"/> <i>Files have the date of admission to the community care facility</i> <input type="checkbox"/> <i>Files have name and telephone number of the person in care's parent or representative, contact person and primary health care provider</i> <input type="checkbox"/> <i>Files contain information by which the person in care may be described or identified in an emergency, including a photograph</i> <input type="checkbox"/> There is a medication administration record showing all medication administered, the date, amount and time the medication was administered to the persons' in care [RCR Sec 78(2)] <input type="checkbox"/> There is consent in writing from the person in care or a parent or representative to call a medical practitioner, nurse practitioner or ambulance in case of accident or illness [RCR Sec 78(3)(a)] <input type="checkbox"/> In the case of a child, there is consent in writing to release the child to someone other than the child's parent [RCR Sec 78(3)(b)]	
Records Respecting Money and Valuables	Comments
<input type="checkbox"/> A record is kept for each person in care showing money, valuables and other things in safe keeping; disbursements, fee(s) charged and returned items [RCR Sec 79(1)] <ul style="list-style-type: none"> <input type="checkbox"/> <i>There is a record showing all money, valuables and other things held in trust or safekeeping for persons in care</i> <input type="checkbox"/> <i>There is a record showing any disbursements made by the licensee on</i> 	

<ul style="list-style-type: none"> ○ <i>behalf of a person in care, using the money of the person in care</i> ○ <i>There is a record of any fee charged by the licensee to hold or administer money, valuables and other things and/or disbursements</i> ○ <i>There is a record of money, valuables and other things held by the licensee that were returned</i> <p><input type="checkbox"/> A licensee issues or gets a receipt, as applicable, for items identified in the regulation [RCR Sec 79(2)]</p>	
Short Term Care Plan on Admission	Comments
<p><input type="checkbox"/> *A short term care plan is developed on admission to guide staff in protecting and promoting the health and safety of the person in care [RCR Sec 80(1); Bill of Rights 1(a)]</p> <ul style="list-style-type: none"> ○ <i>Short term care plan(s) are developed</i> ○ <i>All required elements are recorded in the short term care plan</i> <p><input type="checkbox"/> The short term care plan contains anything that must be recorded under this regulation until a care plan is developed [RCR Sec 80(2)]</p>	
Care Plan Needed if More Than 30 Day Stay	Comments
<p><input type="checkbox"/> *Care plans are developed within 30 days of admission for admissions of 30 days or more. [RCR Sec 81(1); Bill of Rights 1(a)]</p> <ul style="list-style-type: none"> ○ <i>Care plans are developed within 30 days</i> ○ <i>All required elements are included in the care plan</i> 	
Nutrition Plan	Comments
<p><input type="checkbox"/> Other than for hospice care, monthly weights are recorded in the nutrition plan [RCR Sec (83)(4)(c)]</p>	
Use of Restraints to be Recorded in Care Plan	Comments
<p><input type="checkbox"/> If a person in care is restrained, the information required by the regulation is recorded in the care plan of the person in care [RCR Sec 84]</p> <ul style="list-style-type: none"> ○ <i>The type or nature of the restraint used is recorded</i> ○ <i>The reason for the use of the restraint is recorded</i> ○ <i>The alternatives that were considered to the use of the restraint, and which, if any, were implemented or rejected is recorded</i> ○ <i>The duration of the restraint and the monitoring of the person in care during the restraint are recorded</i> ○ <i>The result of any reassessment of the use of the restraint is recorded</i> ○ <i>Employee compliance with the requirements of Division 5 [Use of Restraints] of Part 5 is recorded</i> 	
Other Requirements on Admission	Comments
<p><input type="checkbox"/> Height and weight of each person in care is recorded on admission [RCR Sec 49(2)]</p> <ul style="list-style-type: none"> ○ <i>Height is recorded on admission</i> ○ <i>Weight is recorded on admission</i> 	

Administration of Medication	Comments
<input type="checkbox"/> Adverse reactions are immediately documented and notification to the medical practitioner or nurse practitioner and pharmacy is made [RCR Sec 70(5)] <ul style="list-style-type: none"> ○ <i>Adverse reactions are documented on the medication administration record</i> ○ <i>The medical practitioner or nurse practitioner who prescribed or ordered the medication is notified</i> ○ <i>The dispensing pharmacy is notified</i> 	
Changes to Directions for Use of Medication	Comments
<input type="checkbox"/> Changes in the directions for use of medication are recorded appropriately [RCR Sec 71(b)] <ul style="list-style-type: none"> ○ <i>The changes in directions for use of a medication are promptly recorded on the person in care's medication administration record, and</i> ○ <i>The dispensing pharmacy is promptly notified</i> 	
ADDITIONAL RECORDS	
Policies and Procedures	Comments
<input type="checkbox"/> There is a copy of each policy and procedure of the medication safety and advisory committee [RCR Sec 85(3)]	
Records Respecting Employees	Comments
<input type="checkbox"/> Employee files contain the records required by this regulation [RCR Sec 86] <ul style="list-style-type: none"> ○ <i>Contains criminal record check results</i> ○ <i>Record of character references</i> ○ <i>Record of compliance with the Province's immunization and tuberculosis control programs</i> ○ <i>Record of any performance reviews made under section 40 [continuing monitoring of employees] and any attendance at continuing education programs.</i> 	
Food Services Record	Comments
<input type="checkbox"/> Record of food purchases, menus and menu substitutions [RCR Sec 87(a)(b)] <ul style="list-style-type: none"> ○ <i>Food purchases</i> ○ <i>Record of menus</i> ○ <i>Record of menu substitutions</i> <input type="checkbox"/> Record of monitoring of food service and nutrition care [RCR Sec 87(c)] <input type="checkbox"/> Record of staff attendance at food service and nutrition education programs [RCR Sec 87(d)]	
Record of Minor and Reportable Incidents	Comments
<input type="checkbox"/> A record is kept of minor accidents, illnesses and medication errors involving	

<p>persons in care that do not require medical attention and are not reportable incidents [RCR Sec 88 (a)]</p> <ul style="list-style-type: none"> <input type="checkbox"/> A record is kept of unexpected events involving persons in care [RCR Sec 88 (b)] <input type="checkbox"/> A record is kept of reportable incidents involving persons in care [RCR Sec 88 (c)] 	
Record of Complaints and Compliance	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> A record respecting complaints made and concerns expressed to the licensee under section 60 [dispute resolution], and the responses to them is kept [RCR Sec 89(1)] <input type="checkbox"/> Records respecting compliance with section 10 [liability insurance]; section 59 [family and resident council]; section 66 [individual nutrition needs]; section 70 [administration of medication] [RCR Sec 89(2)] <ul style="list-style-type: none"> <input type="checkbox"/> <i>Record is kept respecting compliance with section 10</i> [liability insurance] <input type="checkbox"/> <i>Record is kept respecting compliance with section 59</i> [family and resident council] <input type="checkbox"/> <i>Record is kept respecting compliance with section 66</i> [individual nutrition needs] <input type="checkbox"/> <i>Record is kept respecting compliance with section 70</i> [administration of medication] 	
Financial Records and Audits	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> Separate financial records are maintained for each community care facility, made in accordance with generally accepted accounting practices [RCR Sec 90 (1)] 	

GENERAL REQUIRMENTS RESPECTING RECORDS

Currency and Availability of Records	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> Records referred to in this regulation are current [RCR Sec 91(a)] <input type="checkbox"/> If the licensee operates more than one community care facility, records are kept separately for each facility [RCR Sec 91(b)] <input type="checkbox"/> Records referred to in this regulation sections 78 to 81, 85, 88 and 89 are kept in a single place at the facility [RCR Sec 91(2) (a)] <input type="checkbox"/> Records other than those referred to in Sec 92 (2)(a) can be retrieved within a reasonable time, on request, and produce records, on demand, to the medical health officer [RCR Sec 91(2)(b),(c)] <input type="checkbox"/> Records relating to a person in care are accessible only to employees who require access to perform their duties in relation to the person in care [RCR Sec 91(3)] 	

How Long Records Must be Kept	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> Subject to subsections 92 (2) to (5), all records referred to in this regulation must 	

<input type="checkbox"/> be kept for at least one year [RCR Sec 92(1)] <input type="checkbox"/> Records for each person in care are kept for at least 2 years from the date of discharge. [RCR Sec 92(5)] <input type="checkbox"/> Records of complaints are kept for at least 2 years [RCR Sec 92(6)]	
Confidentiality	Comments
<input type="checkbox"/> *Records and personal information are kept confidential [RCR Sec 93; Bill of Rights 2(d)]	

IX. LICENSING

Continuing Duty to Inform	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> Community Care Facilities Licensing has been immediately notified of any changes in the information provided under section 7 [RCR Sec 8(1)] <input type="checkbox"/> Plans for structural changes and the health and safety plan for those in care have been submitted and received written approval [RCR Sec 8(2)] <ul style="list-style-type: none"> <i>o Plans for alterations have been submitted</i> <i>o Plans for alterations have received written approval</i> <i>o A health and safety plan has received written approval</i> <input type="checkbox"/> When a manager resigns or is absent for more than 30 consecutive days notification to Community Care Facilities Licensing has been given and there is a replacement [RCR Sec 8(3)] <ul style="list-style-type: none"> <i>o Notification has been given</i> <i>o Replacement manager has been hired</i> 	
Liability Insurance	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> The Long Term Care facility has liability insurance against property damage and bodily injury [RCR Sec 10] 	
Posting of Licence and Inspection Record	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> The licence is displayed in a prominent place and includes manager name and any terms or conditions (with exceptions for some types of facilities) [RCR Sec. 11(1)(a)] <input type="checkbox"/> *The most recent routine inspection record is displayed in a prominent place (with exceptions for some types of facilities) [RCR Sec. 11(1) (b), (2); Bill of Rights 4(b)] <input type="checkbox"/> Types of care offered are identified when advertising services to the public [RCR Sec.11(3)] 	
Investigation or Inspection	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> During an investigation or inspection a person does not obstruct, withhold, conceal or destroy relevant records or information [RCR Sec.12(1)] <input type="checkbox"/> A plan that ensures health and safety of persons in care during an investigation has been provided as requested [RCR Sec.12(2)] 	
Prohibited Service	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> Only the type of care that is specified on the licence is provided [RCR Sec 46 (2)(a)] <input type="checkbox"/> No more than the maximum number of persons, as specified on the license, are accommodated [RCR Sec 46(2)(b)] <input type="checkbox"/> Person less than 19 years of age are not accommodate if person older than 19 years of age are accommodated. 	

Self-Monitoring of Community Care Facility	Comments
<input type="checkbox"/> There is regular monitoring of the physical environment, and the care and services provided, to ensure that the requirements of the Act and this regulation are being met [RCR Sec 61] <ul style="list-style-type: none"> <input type="checkbox"/> <i>There is regular monitoring of the physical environment</i> <input type="checkbox"/> <i>There is regular monitoring of the care and services provided</i> 	
Standards to be Maintained	Comments
<input type="checkbox"/> *The facility is operated in a manner that promotes the health, safety and dignity of persons in care, and their rights [CCALA Sec 7(1)(b)(i); Bill of Rights 2(a)] <input type="checkbox"/> *The rights of adult persons in care are displayed in a form and in the manner acceptable to the minister [CCALA Sec 7 c.1(ii)] <input type="checkbox"/> *The rights of adult persons in care are made known orally and in writing to persons in care and their families and representatives [CCALA Sec 7 c.2]	

X. PROGRAM

Program of Activities	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> There is a suitable ongoing planned program of physical, social and recreational activities that meets the objectives of the care plan [RCR Sec 55(1)(a); Bill of Rights 2(c)] <input type="checkbox"/> Persons in care are encouraged to participate in the facility's program of activities and to take advantage of opportunities available in the community [RCR Sec 55(1)(b); Bill of Rights 2(c)] <ul style="list-style-type: none"> <i>o Persons in care are encouraged to participate in program of activities</i> <i>o Persons in care are encouraged to take advantage of opportunities available in the community</i> <input type="checkbox"/> There are opportunities to participate in events beyond the regular program of physical, social and recreational activities with or without charge [RCR Sec 55(2)] <input type="checkbox"/> Sufficient materials, supplies and equipment for the program of activities are readily accessible and safe and provided without charge [RCR Sec 55(3); Bill of Rights 2(c)] <ul style="list-style-type: none"> <i>o There is sufficient quantity and variety of supplies, material and equipment for the program of activities</i> <i>o Supplies, materials and equipment are readily accessible and safe</i> 	
Participation by Persons in Care	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> Persons in care are encouraged to participate in menu planning, meal preparation, food service and related activities as far as reasonably practical or as per their nutrition plan [RCR Sec 65(1)] 	