

RETIREMENT HOMES REGULATORY AUTHORITY (RHRA)

INSPECTIONS DOCUMENT LIST

TYPE	DESCRIPTION
1. List of Residents	A list of residents, including their date of residency in the Retirement Home. Indicate where a resident is subsidized.
2. Information Package	Information given to a prospective or a new resident prior to signing a residency agreement.
3. Resident's Agreement	The existing Residency or Tenancy Agreement.
4. Staff List	A list of all staff employed by the Retirement Home. Include the name of staff, department, position and date of hire.
5. Staff Schedule	A list of current staff (all departments) scheduled for work.
6. Staff Training Records	Current staff training records and content of training.
7. Food Handling Certificate	Food Handling Certificates for staff involved in food preparation.
8. Emergency Plan	The Retirement Home's written Emergency Plan.
9. Proof of Emergency Plan testing and Evacuation	Documented testing of the Emergency Plan and a record of the last full evacuation.
10. Complaint Procedure	Complaints Management Procedure and Log of Complaints.
11. Abuse and Neglect Policy	Current Abuse and Neglect Policy and Procedures. Include appendices.
12. Falls Prevention	Current Falls Prevention Policy and the Log of Falls.
13. Infection Prevention and Control Program	Policies and procedures for Infection Prevention and Control. Include consultations with Public Health.
14. Behaviour Management Strategy	Behaviour Management Strategies and Protocols for behaviours that pose a risk. Include appendices.
15. Medication Management Policy	Medication Management Policy (Pharmacy binder) and training records for UCPs (medication administration).
16. Trust Account Records (if applicable)	Trust Account Records (if the Retirement Home holds monies for any resident at any time).
17. Dementia Care Program (if applicable)	Dementia Care Policy. Include proof of training in dementia care for program supervisor.
18. Licences for Care Services (where applicable)	Current service provider licences for nursing, physician and pharmacy personnel.
19. Residents' Council (if applicable)	Please provide the name of the Residents' Council President.

Note:

In addition to the documents listed above, the RHRA Inspector may review residents' business and medical files, other policies of the Retirement Home, employees' files and training records at the time of the inspection.