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## Licensing Inspection Report ( Annual Inspection )

Facility: GLEN HAVEN MANOR CORP

Address: 739 EAST RIVER RD.  
NEW GLASGOW NS, B2H 5E9

Date(s) of Inspection: July 27 and 28, 2022

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### Requirements resulting from licensing inspection:

1. 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.
2. LTCPR 11.1.2  
The licensee shall ensure pre-employment Vulnerable Sector Checks are completed for staff members, students and volunteers at the time of hire and are maintained on file.
3. HSCR 23(2)(a)  
In addition to the information listed in Form IV, all of the following information must be kept in each resident's file in a home for special care licensed by the Minister of Health and Wellness: the care plan for the resident.
4. LTCPR 6.5. 9  
The licensee shall ensure supervision and assistance are provided during meals, snacks and other food related activities as necessary.
5. LTCPR 11.1.10  
The licensee shall ensure contracted personnel work under the policies and procedures of the licensee.
6. 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.
7. HSCR 24(1)  
The records of all residents of a home for special care must be kept in a safe and secure location and must be accessible at all times to the supervisory staff of the home and to inspectors.

- 8.** 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.
- 9.** LTCPR 12.1.8  
The licensee shall ensure cleaning and disinfectant products and other chemicals used in environmental cleaning are not used after their expiration date.
- 10.** LTCPR 8.4.12  
The licensee shall ensure staff influenza immunization rates, in homes with greater than 5 employees, are posted in a public place and updated a minimum of twice per year on December 15th and on March 1st.
- 11.** HSCR 27(7), LTCPR 9.2.4.b  
The licensee shall ensure fire drills are conducted a minimum of monthly in accordance with direction from the Office of the Fire Marshal.
- 12.** LTCPR 6.3.2  
The licensee shall ensure an interdisciplinary care conference, that includes the resident and/or authorized designate and the family members approved by the resident, is conducted within six weeks of admission to the home and annually thereafter, or more frequently as the resident's individual needs require.
- 13.** LTCPR 6.1.5a  
Additional Requirements for Nursing Homes - The licensee shall ensure residents have an interdisciplinary assessment of risk, functional abilities, cognition, nutrition, oral health (see section 6.6), pain and discomfort, falls risk, and recreation, initiated upon admission to the home and completed within two weeks.
- 14.** LTCPR 6.1.5b  
Additional Requirements for Nursing Homes - The licensee shall ensure residents have a skin integrity assessment completed within 24 hours of admission to the home, and on an ongoing basis in accordance with the residents' individual needs.
- 15.** 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.
- 16.** LTCPR 8.5.15  
The licensee shall ensure discontinued and expired medications are disposed in a safe and appropriate manner.

17. LTCPR 6.5.2.b  
The licensee shall ensure the following processes are developed and followed: provision of food and beverages for mealtimes and snacks at safe, comfortable and palatable temperatures according to residents' individual needs.
18. LTCPR 6.5.2.c  
The licensee shall ensure the following processes are developed and followed: labeling of food in refrigerators and discarding of expired food.

**Outstanding requirements from previous inspection(s):**

1. Date of inspection: July 13, 14, 2021; November 17, 2021 and July 28, 2022  
LTCPR 11.2.1.n  
The licensee shall ensure staff hired after March 31, 2016 in the following key positions meet the following minimum education and experience requirements:  
Direct Care - As per DHW's Entry to Practice Policy.