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**Licensing Inspection Report ( Annual Inspection )**

Facility: VICTORIA PARK GUEST HOUSE

Address: 350 KING ST.  
WINDSOR NS, B0N 2T0

Date(s) of Inspection: August 2, 2023

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**Requirements resulting from licensing inspection:**

1. LTCPR 9.2.4.a  
The licensee shall ensure there is a documented Fire Safety Plan, in accordance with the National Fire Code, that is reviewed a minimum of annually and revised as necessary to ensure the plan is current.
2. 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.
3. LTCPR 9.2.2 c  
The licensee shall ensure the Business Continuity Plan is reviewed a minimum of annually and revised as necessary to ensure it is current.
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 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.

6. 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.
7. HSCR 22(2), LTCPR 6.7.2.b  
The licensee shall ensure a recreational program is developed and implemented that allows members of the care team to assist and support the continuous development of programs for the changing needs of the residents. Every home for special care shall have social, educational, vocational, religious and recreational programs and activities in accordance with the interests and abilities of residents.

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

1. Date of inspection: August 17, 2022 and August 2, 2023  
LTCPR 6.3.4.b  
The licensee shall ensure each resident has a plan of care which is reviewed by staff on a quarterly basis, or more frequently as required, and is updated to reflect the resident's changing needs and interventions.
2. Date of inspection: August 17, 2022 and August 2, 2023  
LTCPR 12.2.2.2.a  
The licensee shall ensure aesthetic, functional and surface integrity of the following are maintained: hard surfaced areas such as, but not limited to, smooth, level walkways.
3. Date of inspection: August 17, 2022 and August 2, 2023  
LTCPR 6.1.8  
Additional Requirements for Residential Care Facilities - The licensee shall ensure collection of residents' current information, regarding functional abilities, risks, cognition, diet, oral health, pain and discomfort, falls, and recreation, is initiated upon admission to the home and completed within two weeks.