
Licensing Inspection Report (Annual Inspection)

Facility: VICTORIA PARK GUEST HOUSE

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

Date(s) of Inspection: August 28, 2025

Requirements resulting from licensing inspection:

1. 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.
2. 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.
3. LTCPR 6.3.5
The licensee shall ensure interventions, outcomes and resident progress are regularly evaluated and the plan of care is modified as needed and documented on the resident record.
4. LTCPR 8.5.12
The licensee shall ensure MARs are reviewed and double-checked for accuracy by two authorized staff members before being utilized.
5. 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.
6. LTCPR 8.4.3
The licensee shall ensure a stand-alone Infection Prevention and Control Committee is implemented or infection prevention and control issues/practices are included as a standing agenda item on another appropriate committee. The committee shall be multidisciplinary ensuring that the infection prevention and control program is regularly reviewed and revised to reflect leading practices and provincial direction.

7. 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.
8. LTCPR 6.1.11
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.
9. HSCR 27(10)(a), LTCPR 9.2.8
The licensee shall ensure upon initial employment in a home and a minimum of annually thereafter, every staff member is instructed in and understands the contents of the All Hazards Plan, the Fire Safety Plan, the Business Continuity Plan and the Staff Call Back System Plan as applicable to their individual roles. The administrator of a home for special care is responsible for training staff and residents on emergency plan procedures and conducting emergency drills with staff and residents.
10. 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.
11. HSCR 19(1)(d), LTCPR 11.1.6
The licensee shall ensure the home provides a documented, timely orientation for all staff members, volunteers and contracted personnel. The orientation provides the necessary information to support residents in a safe manner and improve their quality of life.
12. 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.
13. HSCR 38(2), LTCPR 8.5.3
The licensee shall ensure medications are stored in a secure and appropriate manner, accessible only to persons authorized to administer medications.
14. 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.
15. LTCPR 8.5.6
The licensee shall ensure preparation of doses for more than one administration time is not permitted.

16. LTCPR 12.2.1.8

The licensee shall ensure root causes analyses of building and maintenance issues related to compromised functionality, including but not limited to, surface integrity and aesthetic integrity are identified, analyzed and corrected.