

---

## Licensing Inspection Report ( Annual Inspection )

Facility: WILLOWS MANOR LIMITED

Address: 2844 HIGHWAY 2 HWY.  
SHUBENACADIE NS, B0N 2H0

Date(s) of Inspection: May 10, 2022

---

### Requirements resulting from licensing inspection:

1. 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.
2. HSCR 43(3)  
The administrator of a home for special care is responsible for ensuring that a review required under this Section is completed and shall consult regularly about the resident continuing the medication and the resident's use of the medication with any qualified medical practitioner, nurse practitioner or pharmacist involved in the review.
3. 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.
4. LTCPR 12.2.2.2.b  
The licensee shall ensure aesthetic, functional and surface integrity of the following are maintained: building envelope such as, but not limited to, roofs, windows, doors, gutters, coatings and sealants.
5. LTCPR 8.5.8  
The licensee shall ensure signatures of staff who administer medications are verified annually, or as needed, when a paper-based system is utilized.
6. 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.

7. 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.
8. LTCPR 10.2.2  
The licensee shall ensure policies and procedures regarding resident records are developed and followed.
9. HSCR 42(2), RCW Minimum Training Standard  
No person shall administer any drug to a resident of a home for special care unless her has been designated by the administrator as a person who is competent to do so. All RCW's are required to meet all Minimum Training Standards. These include: an annual refresher for Fire and Life Safety, Medication Awareness and Personal Care by acceptable trainers, First Aid and CPR refreshers according to the frequency established by certifying agencies and a Crisis Prevention (or equivalent relevant course) refresher as determined by the facility's administrator.
10. LTCPR 7.1.12  
The licensee shall ensure required inspections of the home and equipment are completed and documentation is maintained to demonstrate compliance with requirements. These include, but are not limited to, manufacturer requirements, safety requirements, sprinkler systems, water testing, fire alarms and fuel systems.
11. LTCPR 9.2.2 a  
The licensee shall ensure there is a documented Business Continuity Plan that addresses the operational recovery and continuity of services in the face of a disaster, labour disruption or other major outage. The Business Continuity Plan includes the following: hazard, vulnerability and risk assessment, mission critical activities, recovery strategies, loss of electrical power, water, heat, ventilation and wastewater services, loss of information technology (computer / telephone / fax) priorities, geographic footprint and pandemic situation (pandemic planning is undertaken and completed in accordance with direction received from the Department of Health and Wellness.)