

**Leamington Mennonite Home
Long Term Care**

POLICY AND PROCEDURE

CATEGORY: Resident Care	SUBJECT: Recidivism/Recurrences	SECTION: R POLICY: 1
DATE: September 2004	Administrator's Signature: _____	

RECIDIVISM/RECURRENCES

POLICY:

The Leamington Mennonite Home will maintain a comprehensive, co-ordinated and facility wide process for monitoring, evaluating, and improving the quality of accommodation, care services, programs and goods provided by the facility. This process will monitor resident, family, staff, and Board satisfaction.

PROCEDURE:

The Home shall monitor, evaluate and improve the quality of accommodation, care, services, programs and goods through the facilitation of the following committees:

- Quality Assurance – Risk Management Committee
 - This committee shall meet on a quarterly basis. The Committee shall monitor quality of life of the Home through:
 - Quarterly Departmental Reports
 - Risk Assessments
 - Skin Care & Wound Management Report
 - Infection Control Report
 - Abuse Report
 - Restraint(s) and PASD Report
 - The Administrator shall Chair this committee and ensure all committee minutes, reports, surveys, and recommendations are processed by the LMH Board of Directors, Leadership Team and Staff.
- Occupational Health and Safety
 - This committee shall meet bimonthly and include:
 - 50% representation from staff and 50% representation from Management. The committee will follow the Occupational Health and Safety Policy and Procedure and will facilitate monthly facility inspections. The Co-chairs of the Committee shall ensure that all committee Minutes, Reports and Monthly Inspections are processed by the LMH Board of Directors, Leadership Team and Staff.

- Resident Council
 - This committee shall meet monthly and be chaired by a resident. The committee shall provide all residents with monthly opportunity to make comments, suggestions, and recommendations. The Secretary of the Committee shall be the Director of Social-Recreational Activities. The secretary shall ensure that minutes of the council are forwarded to Residents, Board, Leadership Team and Staff. The Secretary, in consultation with the Chair of the Committee, shall ensure that all recommendations, concerns and feedback, is processed by the appropriate Home Department and/or Administrator.

- Family Council
 - This committee consisting of Resident Family Representatives shall review resident needs/concerns/interests as well as resident programming and activities.

- Monthly Compliance Audit
 - The Home shall facilitate a monthly compliance audit to reduce and control actual or potential risks to the safety, security, welfare, and health of all individuals in the facility. The monthly audit(s) shall be co-ordinated by members of the LMH Leadership Team. The written report shall be posted for staff and forwarded to the Home Board. The Administrator and/or designate shall ensure that all audit results requiring an action plan or work order are satisfactorily completed.

- Annual Multidisciplinary Care Conference
 - The Home schedules an annual multidisciplinary care conference for each resident or on an as needed basis. The care routines and quality of resident life is evaluated, assessed, and revised to meet resident needs.

- Monthly Departmental and Home Staff Meetings
 - Monthly Departmental and Home wide staff meetings are facilitated by the Home. Education, information and inservices are provided to the staff to ensure that safe and effective, quality care is provided to each resident in a secure environment.