

Resident and Family Council (RFC) Meeting Minutes

AgeCare SkyPointe

Date: January 27, 2020

Duration: 1.0 hour

Location: SkyPointe Theatre

Attendee Count: 11 resident / family + 6 staff

Meeting Minutes Prepared By: John Broadhurst

Meeting Segment – Past Minutes & Agenda Review		
Agenda Item	Lead	Updates/Discussion
<ul style="list-style-type: none"> Agenda Review 	Amra	<ul style="list-style-type: none"> Accepted / no additions Discussed meeting times. Agreed to do a pilot with the March Meeting for an evening time – 6:30 pm. Desire is to see if this makes a material change in resident / family attendance levels Also discussed family member awareness of the RFC. Families are advised about this when being oriented. There are meeting notices by the elevators – ACTION - Update meeting notice to show a single LTC/SL4 meeting format. ACTION – Amir will double check that the Admission Agreement mentions RFC. ACTION – will add a short “did you know” bullet summery with the Monthly Billing – RFC, Hospice, Conversation Café, Code of the Month
Meeting Segment – Information Updates		
Agenda Item	Lead	
<ul style="list-style-type: none"> Recreation Update 	Marlee	<ul style="list-style-type: none"> Cancelled Programs – now have a system in place for cancellation tracking with reasons and whether the event was cancelled or moved. So far with the tracking in place only one event was cancelled and moved

		<p>to the afternoon</p> <ul style="list-style-type: none"> • Currently 7 program calendars. Will have 8 with Hospice + LTC/ Assisted Living on the same floor. • Recreation Sign Up Programs – events bolded in the calendar is where you need to sign up. Coming events – Valentines Day Supper (20 seats), Checkers Tournament, Pancake Breakfast • Community Outings – have added more. Reminder that a signed consent form is required or you can not go • Fitness Centre – there is a defined protocol for gaining access. Need assessment and sign off by OT, RCM and potentially a Doctor. Once the OT is done it goes to Recreation. There have to be AgeCare Staff supervising. • Floor Party Access – question was asked whether individuals from other floors could go to a party. The objective is enhanced socialization. The answer is yes, but recognize that portering is not provided / people need to make their own arrangements.
<ul style="list-style-type: none"> • Emergency Response / Code of the Month 	<p>Amir</p>	<ul style="list-style-type: none"> • A reminder that we have a full Emergency Response Plan / Manual. As part of this there are contingency plans in place for major events eg loss of gas, loss of power. Anyone can ask at the Nurses Station to see the binder. Amir's tip for reviewing these is to start by looking at the algorithm. • This month's code is Code Brown. This is for spills / releases. It covers the protocol for response as well as PPE

<ul style="list-style-type: none"> • Tuck Shop Update 	Lynne	<ul style="list-style-type: none"> • Lynne is just looking for feedback on how this is working for people. ACTION – provide any Tuck Shop feedback to Marlee
<ul style="list-style-type: none"> • Environmental 	Amir	<ul style="list-style-type: none"> • Decision has been taken to have no Styrofoam used. Also, soon will be moving to no disposable utensils.
<ul style="list-style-type: none"> • Hospice 	Amir/Pat	<ul style="list-style-type: none"> • Skypointe is adding 15 beds. This is a major items since the whole Calgary zone only currently has 114 beds • The location will be on the 1st floor. This is for the required ease of access for residents and support organizations. • 1st client will be April 6th. • Average length of expected stay is 14 days • Huge appreciation for the residents who are having to be moved to accommodate this. The plan is that the moves will be as seamless as possible. Skypointe will provide all the resources to conduct the moves. The intent if to exactly duplicate the layout of the new room for residents. • Plan is for now until February 25th to vacate Martindale. Martindale East will be Supported Living and West will be LTC. February 25/26 and March ¾ will be move days. • Any costs associated with the moves will be taken care of. Skypointe will have Canada Post address changes done. • The intent is to also try and accommodate people who want to stay together.

Meeting Segment – Action Log Review		
Agenda Item	Lead	
<ul style="list-style-type: none"> • Code Green Follow-Up – Including 	Dawn-	<ul style="list-style-type: none"> • UPDATE PROVIDED OUTSIDE

<p>Training of Casual / Temporary Staff</p>	<p>Marie</p>	<p><i>THE MEETING</i></p> <ul style="list-style-type: none"> • We have started to do more regular fire drills at least 2 times a month; different times and different neighborhoods • We did another Code Green drill and it was much improved • We are sending out reading materials on each Code, each month, to all the nursing neighborhoods and departments , and they need to sign • We have developed an Instruction Guide for staff for Code White/ Red /Yellow on “How to call a Code” at each Nursing Station • We offer in-services in the classroom as well on the codes.. for the month of Feb it is Code Blue and it is offered several times on different days for all staff on days, evenings and nights
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<p>Meeting Segment – Open Discussion</p>		
<p>Agenda Item</p>	<p>Lead</p>	
<ul style="list-style-type: none"> • NO ITEMS 		

Upcoming Meetings:

- **March 30 @ 6:30**
- **May 25 – TBD Timing**