

## MINISTRY OF HEALTH LONG TERM CARE HOME CHECKLIST

Following your initial visit, review all the material given to you. Make arrangements for an informal visit. Before going for your second visit, review the Long-Term Care Home Checklist provided below.

Name of Home: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Time \_\_\_\_\_

<b>Care of residents</b>	<b>YES</b>	<b>NO</b>
1. Residents are clean. (nails, hair, skin, teeth)	( )	( )
2. Residents receive proper mouth care. (breath smells fresh, mouth clean)	( )	( )
3. Residents are free from odour.	( )	( )
4. Residents are properly dressed. a) Residents are wearing clothing which is clean and in good repair.	( )	( )
b) Residents' clothing fits and looks neat.	( )	( )
c) Residents are wearing shoes and stockings that fit and match their clothing.	( )	( )
5. Residents are wearing daytime apparel in the day, and night-time apparel at night.	( )	( )
6. Residents appear well groomed. (Men are shaved; residents have clean hair, cut and trimmed.)	( )	( )
7. Residents are dry and not soiled.	( )	( )
8. Residents are receiving sufficient fluids at meal times and with all snacks.	( )	( )
9. Residents speak freely and openly with visitors. (They do not appear frightened or intimidated)	( )	( )
10. Most residents are free from restraints. (Restraints include chairs with trays, bed sheets and jacket restraints.)	( )	( )

11. Staff help residents change their positions in chairs or beds regularly. (Residents are not left slumped over or sliding from chairs.) ( ) ( )
12. Residents are awake and not in bed mid-day. ( ) ( )
13. Residents appear alert. ( ) ( )
14. Residents' eyes are clear; speech is not slurred. (Eyes are not blurry or "far away" which might signal over medication.) ( ) ( )
15. Residents are free from decubitus ulcers (bedsores). ( ) ( )
16. Residents' feet, ankles and legs are free from swelling and ulcerations; or, if swollen, are properly elevated. ( ) ( )
17. Residents are free from evidence of injury (bruising, swelling, lacerations, stitches, casts, etc.) ( ) ( )

### **Staff**

1. Sufficient staff are in evidence at nursing stations and on the floor. ( ) ( )
2. Staff seem to be properly trained and address residents' needs in a caring and professional manner. ( ) ( )
3. Staff smile, appear cheerful and show caring attitude towards residents. ( ) ( )
4. Staff treat residents, family and other staff with courtesy, dignity, and respect. ( ) ( )
5. Staff are well groomed. ( ) ( )
6. Staff are willing to answer questions and discuss needs of residents with family members. ( ) ( )

### **General surroundings**

1. Residents in wheelchairs are not lined up in the hallways. ( ) ( )

2. The facility is totally accessible to wheelchairs, e.g. wide corridors and doors, ground level access, specially designed bathrooms. ( ) ( )
3. There are enough elevators, i.e. residents don't have to line up for a long time to go to and from the dining room. ( ) ( )
4. Floors and walls are clean, in good repair, and the decor is cheerful. ( ) ( )
5. The home looks and smells clean. ( ) ( )
6. The home is free of evidence of cockroaches and rodents. ( ) ( )
7. There are bright, pleasant lounge areas. ( ) ( )
8. There is soft, pleasant music or activity in lounge areas. ( ) ( )
9. Confused residents have secure areas in which to wander both inside and outside the home. ( ) ( )
10. Residents have access to attractive outdoor surroundings with areas to sit or walk. ( ) ( )
11. There are private areas for residents and visitors. ( ) ( )
12. Other visitors are in evidence. ( ) ( )
13. There is coffee, tea and juice available for residents and visitors. ( ) ( )
14. Residents' rooms are bright and home-like, with personal belongings in evidence. ( ) ( )
15. Residents can control the light in their bedrooms. ( ) ( )
16. There provisions for privacy for residents who share a room. ( ) ( )
17. There is a call bell at each bed and within easy reach of each resident. ( ) ( )
18. There is an easy chair for every resident in each bedroom. ( ) ( )
19. Closets in bedrooms are spacious and easily accessible to resident. ( ) ( )

- 20. Residents can have a phone, cable television or a computer in their rooms. ( ) ( )
- 21. There are a sufficient number of washrooms for residents. ( ) ( )
- 22. Bathrooms are clean and odour free. ( ) ( )
- 23. Bathing areas are clean and in good repair; tiles are not chipped. ( ) ( )
- 24. There is sufficient clean linen and towels for residents' use. ( ) ( )
- 25. Wheelchairs, trays and other equipment are clean and in good condition, ( ) ( )
- 26. The home has the Residents' Bill of Rights, Inspection Reports, and Resident and Family Council information posted for public viewing in a conspicuous place. ( ) ( )
- 27. Staff converse pleasantly with residents and visitors. ( ) ( )
- 28. Residents' privacy is respected, e.g. staff knock before they enter and leave when visitors arrive; privacy curtains are used appropriately and in good condition. ( ) ( )
- 29. Residents feel secure and do not appear to fear harm by staff or other residents, or theft of their belongings. ( ) ( )
- 30. There is an active residents' council. ( ) ( )
- 31. There is an active, independently run Family Council. ( ) ( )

**Rehabilitation/Restorative Care**

- 1. Age appropriate activity programs are in evidence, e.g. bridge games, poker, gardening, chess, woodworking, ceramics, painting, music, etc. ( ) ( )
- 2. Individual orientation programs are in evidence for confused residents. ( ) ( )
- 3. There are exercise programs for residents. ( ) ( )

4. The majority of residents seem busy and occupied in a meaningful activity during the day. ( ) ( )
5. There is a tuck shop. ( ) ( )
6. The home has a library or visiting library service. ( ) ( )
7. Organized activities are posted for a month. ( ) ( )

### **Dietary**

1. Snacks are served between meals and choices of beverages and snacks are available. ( ) ( )
2. Meals appear appetizing and attractive. ( ) ( )
3. Family members are welcome to join the resident at meal time. ( ) ( )
4. There are culturally appropriate foods available. ( ) ( )
1. There are sufficient staff available to assist residents with eating when necessary. ( ) ( )
6. Food meets any therapeutic needs residents may have, e.g. diabetic, salt free, chopped, pureed. ( ) ( )
7. Food seems to be good nutritional value. ( ) ( )
8. Fresh fruit and vegetables served, and there is adequate fibre. ( ) ( )
9. Portions are large enough and residents are offered second helpings. ( ) ( )
10. Residents do not appear hungry and do not indicate that they are hungry or thirsty when asked. ( ) ( )
11. Juices are served in 6-ounce glasses rather than 4-ounce glasses and water is offered between snacks. ( ) ( )
12. Residents are encouraged to eat and drink. ( ) ( )
13. Aides sit to assist residents with eating rather than standing over them. ( ) ( )

- 14. Residents are fed individually, not in assembly-line fashion. ( ) ( )
- 15. Dietary staff respect residents' individual eating habits;  
i.e. clean up after meals is not rushed. ( ) ( )
- 16. Residents are not segregated at meal time according to  
individual diets, e.g. puree, diabetic, etc. ( ) ( )
- 17. Menus are displayed in clear view on all floors and offer  
an alternative choice. ( ) ( )
- 18. Staff oversee residents as they eat, whether in dining room,  
own room or corridors. ( ) ( )
- 19. Dining room is attractive, pleasant and appropriately  
decorated. ( ) ( )

### **Scoring**

To score this checklist, count one for every "yes" answer.

71 to 81	very well operated facility
61 to 70	has reasonable amenities for residents
below 61	facility should not be considered

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