

This Inspection Guide provides *guidance* to the inspector during the initial planning of an inspection. Not all sections will be applicable in every situation and the inspector may need to adjust the inspection based on information collected.

PROFILE FOR RESIDENT

- Name, room number, home area
- Date of birth, date of admission, date of discharge (if applicable)
- Diagnoses
- Other resident information, as applicable: Physician, SDM, Advanced Directives, Activities of Daily Living, and RAI-MDS Outcome Scores, e.g., CPS

RECORD REVIEW (ELECTRONIC AND HARD COPY)

- Critical Incident reports, internal investigation, or complaints
- Related specific policies, procedures, and schedules
- Service or inspection records/audits specific to certain items, e.g., Fire, TSSA, vendors, etc.
- Equipment manuals or manufacturer’s specifications
- Invoices or purchase orders
- Maintenance logs
- Staff qualification
- Orientations, Training and retraining
- Service provider agreement/contract
- Emergency plans
- Resident specific assessments and plan of care interventions

OBSERVATIONS

- Observe home for specific safety concerns, e.g., doors, windows, hazardous substances, bed rails, elevators, resident-staff communication, and response system, etc.

- Observe for comfortable environmental setting, e.g., air temperatures, lighting, etc.
- Observe home, furnishings, equipment, surfaces for availability and state of repair.
- Observe for specific concern or inspection item.

INTERVIEWS

RESIDENT/SDM

- Determine if resident comfortable with their own environment.
- Discuss specific concern/inspection item.

HOUSEKEEPING, LAUNDRY, MAINTENANCE, DIETARY STAFF

- Discuss specific orientation and training and access to the specific procedures including emergency plans.
- Confirm availability and accessibility to supplies and equipment.
- Discuss procedures to report equipment malfunction or other specific concerns.
- Discuss specific concern/inspection item.

MANAGEMENT

Director of Care, Administrator/Delegate

- Discuss department specific orientation, training, and role expectations.
- Discuss emergency plan including Directives as required.
- Discuss specific audit/maintenance logs.
- Confirm availability and accessibility of supplies and equipment.
- Discuss specific concern or inspection item.
- Discuss legislative areas of concern if identified

FOR FURTHER GUIDANCE

Please refer to policies, guidance documents, and job aids available in the eInspectors' Handbook.