

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
- Family and/or Residents' Council meeting minutes
- 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
- Orientation, Training and retraining
- Service provider agreement/contract

### OBSERVATIONS

- Observe home, furnishings, equipment, surfaces for cleanliness and state of repair.
- Observe for availability and accessibility of supplies.

- Observe for specific concern or inspection item.
- Observe for comfortable air temperatures
- If Pest Control, observe for any signs of pests, windows and screens or doors propped open.
- If construction/renovation, observe for safe practices.

## INTERVIEWS

### RESIDENT/SDM

- Discuss cleanliness and state of repair of the home, furnishings, laundry, and linen services.
- Discuss specific concern/inspection item.

### HOUSEKEEPING, LAUNDRY, MAINTENANCE, NURSING, DIETARY STAFF

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

### MANAGEMENT

#### Department Manager or Lead, Director of Care, Administrator/Delegate

- Discuss department specific orientation, training and role expectations.
- 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.