

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

CLINICAL RECORD REVIEW (ELECTRONIC AND HARD COPY)

ASSESSMENTS

- RAI-MDS - Section I (Infections), Section J (Health Conditions), Section P (Hospital Admissions)

PLAN OF CARE

- Strategies and interventions are in place to manage infections as needed, including symptom management, and spread of infection

MEDICATION ADMINISTRATION RECORD (MAR)

- Medication related infection or symptom management

TREATMENT ADMINISTRATION RECORD (TAR)

- Treatments related infection or symptom management

PROGRESS NOTES

- Symptom monitoring, evidence of infection
- Implementation of plan of care

OBSERVATIONS

- Tour of home for evidence of infection control practices, e.g., additional precautions, use of PPE, hand washing, proper storage of items, availability of supplies, housekeeping and laundry areas.
- Staff participating in the Infection Prevention and Control Program, as required

INTERVIEWS

RESIDENT/FAMILY/SDM

- Discuss the staffs use of additional precautions (PPE) and hand washing when providing care.
- Discuss if the resident is provided with assistance with handwashing.

DIRECT CARE STAFF

PSW, RN, RPN, Housekeeping Aids and other staff as applicable

- Explore the roles and responsibilities of staff, specific to the inspection item.
- Explore how symptoms of infection are monitored in the home, where such information would be documented.
- Discuss the parameters that are considered regarding symptom monitoring and additional action that may be taken by staff when such parameters are reached, e.g., number of residents with symptoms, type of symptoms.

INFECTION PREVENTION AND CONTROL PROGRAM LEAD

- Discuss the strategies in place to mitigate and monitor disease outbreak in the home, e.g., measures in place to prevent transmission, PPE use, line listings.
- Discuss the outbreak management system, data collection, and trend analysis of symptoms, immunization and screening measures, cleaning and disinfection, specific to the inspection (processes in place, roles and responsibilities).
- Confirm quarterly IPAC team meetings, members of the team, and its function.
- Confirm the level of involvement of the local Medical Officer of Health (Public Health Unit).

- Explore supplies and equipment availability for the Infection Prevention and Control Program.
- Discuss methods of evaluation and monitoring of the Infection Prevention and Control Program, e.g., hand washing audits.
- Discuss the legislative areas of concerns, if identified.

MANAGEMENT

Director of Care, Administrator/Delegate

- Discuss the legislative areas of concerns, if identified.

OTHER RECORD REVIEW

- Documents pertaining to the monitoring of symptoms, e.g., line listings
- Communication tools, e.g., shift reports, physician book
- IPAC Audits, monthly trend reports, quarterly IPAC meeting minutes
- Public Health Inspection Reports
- Policies and program relevant to IPAC specific to the inspection, e.g., hand washing, immunization, outbreak management
- Training records, as required
- Qualifications of the IPAC Program Lead
- Critical Incident Reports (disease outbreak)
- Directives by the Minister, as applicable

FOR FURTHER GUIDANCE

Please refer to policies, guidance documents, and job aids available in the eInspectors' Handbook (for example: Environmental Inspection Resources).