



Staff Newsletter

Point of Care Documentation

Thank you for your ongoing efforts to learn and become more familiar with this system. A big thank you to those staff that have been a resource for others and taken the time to teach and provide support. As everyone continues to learn POC please be patient with your peers that may not be picking it up as fast. We anticipate all staff supporting and assisting each other in this learning process.

While the tablets are meant to be portable, they cannot be left in various areas around the building. If you need to put a tablet down, they must be placed on a clean surface, not a toilet, commode or cart lid. When you are finished using them, please ensure you return them to their appropriate docking station and monitor battery percentage and plug in to charge as needed. The tablets and chargers are all numbered to track all equipment.

In the near future we will be returning to staff review and input of care plans on a weekly basis and the use of the Secure Conversations in Point Click Care. Care plan review will show as an assigned task on a rotating basis for staff and feedback can be sent from staff to both Registered Staff and our RAI Coordinator to update the care plans.

Witnessed Fire Drill – September 15th, 2022

It is an expectation that all staff attend this event. This is a mandatory event of the Fire Department that we must participate in annually. There will be a meeting for everyone with the Fire Department, prior to the fire drill, at 1:30pm.

Scheduling & Payroll Software

In September we will be beginning the process of switching all schedules and payroll over to an online digital system. Staff will be required to use a mobile app or computer to access their own files, request time off, etc. Call in's will be covered with this system. Your file will show you your schedule and you can also add any extra availability. No more paper forms for requests will be used. You accrued time and money for your vacation, seniority etc will also be in your electronic file. Located in various spots around the building will be either a thumbprint or face reader that you will be required to use on entry, arrival and departure from floor and at the end of your shift. There will be no more paper timecards. This system will Go Live January 2023.

It is an expectation all staff participate in the training for this program, which will be this Fall

Website Portal

We have begun using our website to automatically email resident's family members important updates about what is happening within the Home. Very soon we will also be using the Staff Portal section of the website to communicate updates to all staff. We will be greatly decreasing the amount of internal memo's that are posted with the expectation that staff be responsible and review all information posted in the Staff Portal.

When information is added to the Portal you will receive an automatic email notifying you. Your login for the Portal will be your email address and your password for the Portal will be Welcome@123.

Shingrix Vaccine

Our Pharmacy has offered to provide our staff Shingrix 2 dose vaccination series to protect against shingles. Each dose will be \$150 and doses are 6 months apart. EJ will pay for this up front and then there will be a deduction over 2 pay periods, \$75 each, for each dose. Initial doses will be mid to late September. If you are interested please sign the memo in the back hall and you will notified of the date when it has been set.

New Skin Care & Wound & Skin Program

The comfort and quality of care for our residents are our first priority. We have partnered with Medline, the manufacturer of Remedy skin care products, and they will be introducing their complete skin care line into our home September 22nd. A Medline rep will be on site for the beginning of the program. Every resident bathroom, the tub room and the shower room will each have a dispenser for Body Wash/Shampoo and Moisturizing Lotion. It will be an expectation, and addition to every care plan, that all residents are moisturized with AM and HS care daily.

Registered Staff are being trained, in October, on the corresponding Wound & Skin Program that accompanies the skin care program.

We have asked family to not bring in any washes, creams or lotions and staff are No Longer able to bring in products for residents for their baths or showers. No types of powders are permitted in the building ie-Baby Powder, Cornstarch. The products we will be using are high end all natural products.

Staying Up To Date with COVID Boosters & General Visitors & Essential Caregivers Visiting

As per the most recent Ministry Directive "Long-term care homes retain the ability to impose vaccination requirements for all staff, students and volunteers". It has always been our policy that all staff, students and volunteers receive all required COVID-19 doses as recommended by Public Health. The new term used by the Ministry and Public Health is "Up to Date". Fully vaccinated is no longer the appropriate term.

All eligible (ie-proper time from last dose or last COVID infection) staff are expected to have received their 4th dose by September 1st.

For those staff that are not currently eligible for their 4th dose, please check with the office as we maintain a list of when your vaccinations are due and you will be expected to obtain it within 1 week of your due date, barring any unforeseen circumstances. You cannot receive your 4th dose for 5 months after your 3rd dose or for 3 months after the date you tested positive for COVID.

The most recent Ministry Directive also states “Homes may also have proof of vaccination requirements for essential caregivers, general visitors and support workers”. Support workers are those that provide healthcare services or contractors that come for repairs.

EJ has maintained it’s policy that any person entering our Home must be up to date on their COVID vaccinations and receive a rapid test upon entry. We will continue to do what it necessary to protect our residents and our staff.

We had asked all visitors to make plans for and/or receive their updated dose not later than July 29, if eligible, and to let us know if they had any difficulties booking, as we will do another clinic. We are NOT preventing any family member from coming to see their loved one based on the 4th shot alone. If they have 3 please ask them what their plans are for obtaining their 4th and if there is any way we can assist with this. If they report it has not been 5 months from their 3rd shot or 3 months from having COVID please find out the date so that we can track when they become eligible.

Outdoor Visits for Those Not Vaccinated or Up to Date on Vaccinations

*****If these visitors become abusive or aggressive in any way the police are to be called immediately***

1. They are not permitted past the screening table/testing room
2. If they come to the ambulance door to ask for an outdoor visit please screen them
3. If they call to say they would like an outdoor visit please screen them on the phone – Do you have any symptoms of illness? Have you been in contact with anyone that is positive for COVID?
4. Remind them they are permitted to take their loved one on outings if they wish, they do not have to visit here
5. It would be beneficial if these visitors would agree to be rapid tested and/or wear a mask during their visit but we Cannot Enforce this – simply ask if they will and if they say No just respond Ok
6. They cannot visit inside the courtyard as this could put them in contact with our other residents or staff.
7. Visits must be on the front step or on the pavilion behind the courtyard out back. Staff can take them to the gate or just past front doors but then the family must help situate the resident for the visit.
8. The lock on the gate is 5-6-7-8 to open. Please see picture below for the correct placement of the numbers



9. Instruct them to call the Home when they are finished their visit

Surge Learning

Orientation education and annual continuing education is a Ministry regulation and a mandatory part of your employment. Please ensure this is completed by dates assigned. For those of you who have not completed the first assignment from earlier this year it needs to be completed ASAP. The second group of courses has just been added.

Expectations with Regards to Treatment of Your Peers

There has been a great deal of education provided on Civility and everyone has completed the Bill 168 Quiz, and done fairly well. It is a mandatory expectation that All Staff treat their peers with respect and kindness. Sarcasm, belittling, bossiness, ignoring/exclusion, talking behind someone's back, unfriendliness, and not being a proper partner or team player are all behaviours that should be avoided and that will not be tolerated. Staff members are individuals and as such everyone works in a different manner, that does not mean variations in work is wrong. There is no One Correct Way of completing duties. Senior staff in all departments are expected to be leaders to our newer staff. Healthcare is stressful as it is without the added tension of incivility amongst your peers. Progressive discipline will ensue, as per Ministry of Labor regulations, for any employee in violation with these policies.