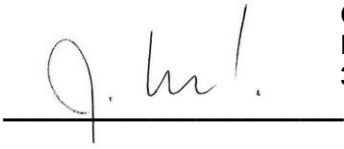


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Administration	SUBJECT: Committee Structures	SECTION: C
DATE: September 2004	Administrator's Signature: 	POLICY: 3
REVISION DATES: February 2013, April 2013		

COMMITTEE STRUCTURE

POLICY:

The Leamington Mennonite Home values teamwork and the co-operative and interdisciplinary efforts of staff, management and other contracted services. In order to nurture this teamwork and interdisciplinary effort, our Home facilitates the following Standing Committees:

- Occupational Health and Safety Committee
- Infection Control Committee
- Pharmacy Committee
- Quality Improvement Committee
- Pastoral Care Committee
- Skin Care and Wound Management Committee
- Co-ordinators of programs and services as well as direct care staff shall be included in the Standing Committees of the Home. Each Committee shall have clearly stated terms of reference and are accountable to the Administrator.

All Committee Meetings shall have Agendas and Minutes with action plans communicated to resident, resident representatives, staff and Board as appropriate. Committees shall be evaluated biannually or as required to ensure Committee effectiveness.

Additional standing meetings for information sharing are facilitated by the Home on an ongoing basis:

- Homewide Staff Meetings
- Departmental Meetings
- Tenant Association Meetings

To foster teamwork and co-operative problem solving, our Home also co-ordinates Working Groups with defined mandates and timeframes. These Working Groups are struck by Department Leaders in consultation with the Administrator.

Leamington Mennonite Home Quality Improvement Committee

Mandate

The Quality Improvement Committee shall facilitate the monitoring, evaluation and improvement of the accommodation, care, services, programs and goods provided by the Home.

Goals & Objectives

- The Committee shall facilitate a Quality Improvement program which shall monitor the quality of resident care and services on a regular and formal/informal basis.
- The Committee shall supervise formal and informal activities on a regular basis to monitor and evaluate resident and family satisfaction with the quality of accommodation, care services, programs and goods provided by the Home.
- The Committee shall make recommendations regarding improvements/enhancements to the resident's quality of life at the Home.

Terms of Reference

Membership

The committee shall consist of the following members:

- 8 Staff:
 - 3 – Personal Support Workers
 - 1 – Personal Support Worker/BSO Team
 - 1 – Assistant Director of Nursing and Personal Care
 - 1 – Registered Staff
 - 1 – MDS: Rai Co-ordinator
 - 1 – OTA
- 3 Management:
 - Director of Nursing and Personal Care
 - Director of Administrative Services
 - Administrator (Chair)

Membership of the committee shall be reviewed on an annual basis.

Meetings

Meetings will be held on a quarterly basis in the Meeting Room with the Agenda and Minutes distributed in advance.

- Quarterly meetings shall include the following:
 - Quarterly Departmental Reports
 - Identification of Resident Needs/Concerns/Issues
 - Risk Assessments

- Risk Assessment Evaluation and Action Planning
- Skin Care and Wound Management Report
- Infection Control Report
- Abuse Report
- Restraint(s)/PASD Report
- The Administrator shall chair the committee Meetings
- The Director of Social-Recreation Activities shall serve as Secretary of the committee
- Committee Minutes shall be posted for Home staff.

Protocols

- Any recommendations made by the Committee with human resource, financial or policy and procedure implication will be forwarded to the Administrator for approval.
- Normal Committee decision making will occur through a consensus process.

Leamington Mennonite Home Infection Control Committee

Mandate

The Infection Control committee shall facilitate a comprehensive Infection Control Program which includes:

- Education/Information
- Surveillance Measures
- Outbreak Control
- Prevention

Goals & Objectives

The Committee shall facilitate and supervise measures to:

- Review and make recommendations on Policies and Procedures whose objective is to prevent and control the spread of infection
- Ensure compliance with local, provincial and national guidelines/requirements where reasonable and applicable.
- Review and make recommendations on surveillance reports.
- Ensure that the risks of recidivism and reoccurrence are minimized.
- Maintain close liaison with the Medical Officer of Health

Terms of Reference

Membership

The Committee shall consist of the following members:

- Director of Care
- Infection Control Practitioner
- Medical Director
- Administrator
- Director of Dietary and Support Services
- HKL Supervisor
- Pharmacist
- Public Health Representative
- Lab Service Representative

Membership of the Committee shall be reviewed on an annual basis.

Meetings

Meetings will be held on a quarterly basis in the Meeting Room with the Agenda and Minutes distributed in advance.

- Quarterly Meetings shall include the following:
 - A report from the Director of Care outlining:
 - Any active resident infections
 - Any active contagions
 - A report from Infection Control Practitioner outlining:
 - Immunization record
 - Outbreak status
 - Public Health Unit and Lab Reports
 - A report from Public Health Unit on new MOH standards, guidelines, regulation.
- The Director of Care shall serve as committee chair and shall ensure that minutes are generated.

Protocols

- Any recommendations made by the Committee with human resource, financial or policy and procedure implication will be forwarded to the Administrator for approval.
- Normal committee decision making will occur through a consensus process.

Leamington Mennonite Home Pharmacy Committee

Mandate

- The Pharmacy Committee shall facilitate an ongoing interdisciplinary review process for the Director of the Home's pharmacy program and service.

Goals & Objectives

- The Committee shall monitor and evaluate the quality management expectations for pharmaceutical services including, but not limited to, drug storage, prescription and distribution systems, and corresponding documentation required by the Home.
- The Committee shall review the Medication Classification Records on a quarterly basis and identify any trends, risk factors, and/or irregularities with a view to ensuring the safe and accurate acquisition and dispensation of medication for each resident.
- The Committee shall make recommendations regarding the enhancement/improvement of residents' pharmacotherapy on an ongoing basis.

Terms of Reference

Membership

The Committee shall consist of the following members:

- Pharmacist
- Medical Director
- Director of Care
- Administrator
- Infection Control Practitioner
- Director of Dietary and Support Services

Membership of the Committee shall be reviewed on an annual basis.

Meetings

- Meetings will be held on a quarterly basis in the Meeting Room with the Agenda and Minutes distributed in advance.
- Quarterly Meetings shall include the following:
 - Resident Medication Classification Review
 - Medication Incident(s) Review
 - Supplement Utilization Report
 - Review of Special resident medication needs
 - Identification of Trends and Subsequent Action Plans to be undertaken
- The Director of Care shall serve as committee chair and shall ensure that minutes are generated.

Protocols

- Any recommendations made by the Committee with human resource, financial or policy and procedure implication will be forwarded to the Administrator for approval.
- Normal committee decision making will occur through a consensus process.

Leamington Mennonite Home Pastoral Care Committee

Mandate

The Pastoral Committee shall monitor, evaluate and enhance the spiritual and religious programming at the Home.

Goals & Objectives

- The Committee shall monitor the spiritual, religious and counseling needs of residents on a regular and formal/informal basis.
- The Committee shall review the spiritual/religious programming schedule of the Home to ensure quality of care and service for all residents.
- The committee shall make recommendations regarding improvements/enhancements to the residents' quality of spiritual/religious life at the Home.

Terms of Reference

Membership

The Committee shall consist of the following members:

- Volunteers facilitating daily devotions, worship services and religious programs.
- LMH Chaplain
- Director of Social-Recreational Activities
- Administrator

Meetings

- Meetings will be held on a quarterly basis in the Meeting Room.
- Quarterly meetings shall include the following:
 - Review of spiritual/religious programming schedules.
 - Review of individual resident spiritual needs/concerns
 - Recommendations regarding resources, programs, volunteers and enhancements.
- The Administrator shall chair the Committee Meetings with the director of Social-Recreational Services serving as Secretary.

Protocols

- Any recommendations made by the Committee with human resource, financial or policy and procedure implication will be forwarded to the Administrator for approval.
- Normal Committee decision making will occur through a consensus process.

Leamington Mennonite Home
Skin Care and Wound Management Committee

Mandate

The Skin Care and Wound Management Committee shall ensure individualized skin care/wound management is provided in a timely, comprehensive, and interdisciplinary manner to all residents requiring such care.

Goals & Objectives

- The Skin Care and Wound Management Committee shall provide a care framework to ensure that the individualized resident skin care and wound management needs of each resident will be met.
- The Committee shall review and supervise policies and procedures to lead to the assessments and shall audit the implementation and maintenance of the Skin Integrity Policy and Procedure and Wound Management Protocols as a quarterly, and/or as needed basis.
- The Committee shall review the individual skin and wound assessments of resident together with the treatment plan to ensure effectiveness and efficiency of the program.
- The Committee will facilitate educational sessions for nursing staff on an ongoing basis to ensure best nursing practices and to provide information on new policies and procedures as required.
- The Committee shall provide guidance and advisement to the Skin Care Coordinator on an ongoing basis.
- The Committee shall provide a representative who shall report statistical data and relevant information to the Quality Assurance Risk Management Committee.
- The Committee shall undertake every effort to minimize the risks of altered skin integrity and maximize the care and quality of life of each resident.

Terms of Reference

Membership

The Committee shall consist of the following members:

- Skin Care Co-ordinator
- Infection Control Practitioner
- 2 Registered Nurse(s)
- 1 Registered Practical Nurse
- Dietician
- Adjuvant

Meetings

- Meetings will be held on a quarterly basis in the Meeting Room with the Agenda and Minutes distributed in advance.
- Quarterly meetings shall include the following:
 - Review of individual resident skin and wound care assessments.
 - Review of individual treatment plans emerging from resident skin and wound care assessments.
 - Policy and Procedure review of Skin Integrity and Wound Management Practices.
 - Report from Skin Care Co-ordinator on specialized resident needs and consequent action planning.
 - Identification of education/information inservicing for staff.
 - Need for interdisciplinary action planning.
- The Skin Care Co-ordinator shall chair the committee meeting and ensure that minutes are generated.

Protocols

- Any recommendations made by the Committee with human resource, financial or policy and procedure implication will be forwarded to the Administrator for approval.
- Normal Committee decision making will occur through a consensus process.

LEAMINGTON MENNONITE HOME
Occupational Health and Safety
Terms of Reference

Terms of Reference is a written statement of the functions and operating procedures of the Health and Safety Committee. New or replacement members should review the Terms of Reference as part of their orientation. Terms of Reference are to be reviewed every two years or when new legislation comes into effect.

Purpose of JHSC:

The JHSC is an advisory body composed of worker and employer representatives consistent with the Health & Safety Policy committed to maintain safe and healthy working conditions within the Home. Any recommendations developed by the JHSC shall be forwarded to the Administrator for consideration and action planning.

Composition of the Committee Member Selection:

Four worker members will be selected as per the Occupational Health & Safety Act Section 9 (7,8). Representation from full-time and part-time bargaining unit members may be increased by mutual agreement of the parties as per collective agreement 34:01(b) and the Health & Safety Act Section 9 (7,8).

The Union shall appoint alternate worker members if the current member is on any leave of absence.

There shall be four members on the Committee to be appointed by Administration. Administration may also appoint alternate members who are non-union workers.

The Union being represented by the Committee will select the worker members to be certified and Administration will select non-union worker members to be certified.

The JHSC will be represented through the workers (union) and management (non-union).

Co-Chairs:

The Act requires that meetings be co-chaired by certified worker and management members. This sharing of the authority of the chair demonstrates the cooperation and equal status of the workplace parties. Rotation of the chairing of meetings takes place between the two certified Co-chairs who are members of the Committee.

Meeting Frequency:

Meetings are held every three months or more often as needed. The Meeting Room is used as a meeting place at the usual time of 2:00pm with the date being the third Wednesday of every third month. Any Committee member has the right to call a meeting when dialogue has not resolved a serious matter. Changes to the meeting schedule may take place with the agreement of the Committee Co-chairs.

Preparation Time:

Committee members are to be provided one hour of prep time in advance of each scheduled meeting. Should the Health & Safety Committee determine that additional prep time is required for a specific purpose, Committee agreement shall determine the designated time.

Minutes:

It is the Secretary's duty to prepare the minutes and forward these minutes to each of the Co-chairs who will review, sign and distribute the minutes to the members of the Committee within one week of the last Health & Safety Meeting. Minutes will also be posted in the Staff Room, forwarded to the Union Representatives and distributed to the Board of Management of the Home. The date of the next meeting will be reflected in the minutes.

Confidentiality:

The Health & Safety members shall maintain confidentiality in, and outside, the workplace.

Agenda:

The Agenda is prepared by the Co-chair(s) and is distributed to all Committee members at least one week prior to the scheduled date of the meetings and will include the date, time, place, unfinished business, regular reports and reviews, and new business.

Quorum:

The normal quorum for Committee meetings will consist of 50% + 1 of the total membership. In the event of an emergency meeting, one worker and one management member shall be in attendance. The employer shall endeavor to accommodate Worker/Committee members the day of the scheduled meeting.

Terms of Office:

Management members shall serve a three-year term. Worker members will also serve a three-year term following the union appointment of worker members. Vacancies should be filled as quickly as possible. It is the responsibility of each member to attend scheduled meetings.

Duties of Certified Members:

- To investigate any complaint from anyone in the workplace regarding a dangerous circumstance.
- To initiate and assist in the investigation of a bilateral work stoppage.
- To initiate a unilateral work stoppage in prescribed circumstances.
- To conduct workplace inspections with two Committee members in attendance, one who represents the workers and one who represents management.
- To assist in the investigation of a work refusal.
- To investigate critical injuries and fatalities.

Identifying Occupational Health and Safety Hazards:

The Committee is empowered to carry out the following activities compliant with the Act:

- The Committee has the right to obtain information on actual or potential hazards of materials, processes, or equipment.
- The Committee has the right to be furnished by the employer with updated copies of all Material Safety Data Sheets for materials used in the workplace.
- The Committee has the right to obtain an annual summary of employer-specific claims information from the Workplace Safety Insurance Board. This summary includes data on injuries, fatalities, lost workdays, cases that required medical aid and the incidence of occupational illnesses. The Employer must supply this information.
- The Committee has the right to information on health and safety experience and standards that the constructor or employer is aware of in other industries.
- The workplace shall be inspected once a month.
- The Committee shall set out an inspection schedule, with one Home area, together with the service area, inspected per month on a rotating basis:
 - 1st Floor LTC including Service Area
 - 2nd Floor LTC including Service Area
 - 3rd Floor LTC including Service Area
 - Retirement Residence including Service Area
- A worker member of the Committee shall be given an opportunity to accompany a Ministry Inspector when a workplace inspection is conducted.
- The Committee has the right to obtain a quarterly summary of WSIB claims.

Payment for Committee Members:

In accordance with the requirements of the Act, all time spent by Committee members in attendance at Committee meetings or performing duties prescribed by the Occupational Health & Safety Act or these terms of reference will be considered as time at work for which Committee members will be paid at the appropriate rate of pay. Sec 9 (35) of the Act.

Assessing Health and Safety Hazards:

When a hazard has been identified, the extent and severity of the hazard must be assessed. Joint Health & Safety Committee members have the right to participate in these procedures:

- The Committee has the right to obtain information about health and safety testing.
- The Committee has the right to be consulted about proposed industrial hygiene testing strategies. The worker members have the right to designate a worker member to be present at the beginning of such testing.
- The Committee has the right to receive copies of assessment reports and to be consulted about assessment methods for designated substances.
- The worker members must designate a worker member to investigate accidents that result in critical injuries or fatalities.
- The employer shall notify the worker Co-chair of any accidental employee death or

critical injury.

Recommending Action to Control Health and Safety Hazards:

The Act gives the JHSC the right to make recommendations, and it places a duty on the employer or constructor to reply.

- The Committee has the right to make recommendations regarding control programs for designated substances.
- The Committee has the right to make written recommendations for the improvement of the health and safety of workers.
- A reply from the employer or constructor must be given in writing within 21 calendar days, with either a schedule for implementation or a statement of reasons for disagreement.
- The Committee has the right to be consulted about the development of worker training and instruction concerning exposure to hazardous material or hazardous physical agents, and to participate in an annual review of these training programs.

Examples of Expanded Functions:

- Promoting acceptance of health and safety policy
- Assisting in developing health and safety rules and standards
- Job safety analysis
- Assessing the safety potential of new equipment, procedures, and materials
- Assisting in the investigation of accidents, incidents, and occupational illnesses
- Worker health and safety training

Education of Members:

The JHSC shall co-ordinate on and off-site education and information sessions in response to needs/interests identified by the Committee in liaison with LMH Staff.

An annual inservice is facilitated by the employer, including WHMIS, working with difficult residents, fire safety, abuse, confidentiality, wanderguard, and other items as determined. Those educational modules related to Occupational Health & Safety will be developed in consultation with the JH&SC.

Additional persons may attend Committee meetings with prior approval of the Committee.

Employer Health and Safety Responsibilities:

Under the Occupational Health and Safety Act (OHSA), key responsibilities of the Leamington Mennonite Home include:

- Working in compliance with provisions of the OHSA, regulations and internal policies and procedures.
- Providing equipment, materials, and protective devices (eg. Guards on machines, safety harnesses, eye wash stations, gloves, etc.) and ensuring that they are maintained in good condition and used in a proper and safe manner.

- Providing information, instruction, and supervision to employees to protect their health and safety.
- Appointing knowledgeable and trained supervisors. The supervisor should be familiar with the OSHA and regulations that apply to the work and have knowledge of any potential or actual danger to health or safety in the workplace.
- Providing (upon request), in a medical emergency, information to a legally qualified medical practitioner, and to such other persons as may be required by law.
- Providing all employees with information regarding hazards in the workplace and in the handling, storage, use, disposal and transport of such items.
- Providing assistance and cooperation to the joint health and safety committee (JHSC), and a health and safety representative in the carrying out by the committee and the representative of any of their functions.
- Only employing a worker over the prescribed age.
- Taking every precaution reasonable in the circumstances for the protection of an employee.
- Providing to the JHSC or to a health and safety representative, the results of reports that concern occupational health and safety. The employer must also advise employees of the results of such reports and make copies available on request.
- Responding in writing, within 21 calendar days, to any health and safety recommendations submitted by the JHSC or health and safety representative.
- Posting a copy of the Occupational Health and Safety Act and pertinent regulations in an accessible workplace location.
- Posting, reviewing, and re-posting annually, a copy of the Leamington Mennonite Home Health and Safety Policy in an accessible workplace location.
- Developing and maintaining a health and safety program to implement the Leamington Mennonite Home health and safety policy.

Supervisor Health and Safety Responsibilities:

Under the Occupational Health and Safety Act (OHSA), supervisors are required to ensure that:

- Working in compliance with provisions of the OSHA, regulations and internal policies and procedures.
- Employees work in the manner and with the protective devices, measures and procedures required by the OSHA and regulations (eg. Fall-arrest systems, confining hair, jewelry, or loose clothing around moving machine parts, etc.)
- Employees use or wear the equipment, protective devices or clothing that Leamington Mennonite Home requires to be used or worn.
- Employees are advised of the existence of any potential or actual danger to the health and safety of which the supervisor is aware.
- Employees are provided with written instructions as to the measures and procedures to be taken for their protection.
- Every precaution reasonable in the circumstances is taken for the protection of an employee.
- Develop and demonstrate a positive “health and safety” attitude and working climate.

- Make every reasonable attempt to resolve the health and safety concern of employees.
- Ensure training of employees in safe work practices and job safety requirements associated with a particular job process and provide written instructions where appropriate.
- Correct unsafe acts and unsafe conditions.
- Inform department leaders of any known occupational health and safety concerns.

Worker Health and Safety Responsibilities:

Under the Occupational Health and Safety Act (OHSA), worker responsibilities include the following:

- Working in compliance with provisions of the OHSA, regulations and internal policies and procedures.
- Using or wearing the equipment and protective devices that Leamington Mennonite Home requires to be used or worn.
- Reporting to his/her supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger him/herself or another worker.
- Reporting to his/her supervisor any contravention of the OHSA, regulations, or Leamington Mennonite Home policies and procedures.
- Reporting to his/her supervisor the existence of any hazard of which he/she is aware.
- Not using or operating any equipment, machine or device in any manner that may endanger him/herself or another worker.
- Not engaging in any prank, unnecessary running or rough and boisterous conduct.
- Know, understand, and implement safe work practices and procedures for handling materials and equipment. (eg. Report unlabeled containers, use proper lifting techniques, etc.)
- Use equipment and materials only in the manner intended.
- Use only equipment which the worker has been trained to operate safely.
- Report all injuries, incidents, and unusual conditions immediately to supervisor.
- Inspect work area daily and reporting any hazards immediately to supervisor.