

Leamington Mennonite Home
Long Term Care

**QUALITY & RISK MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Quality & Risk Management - Social & Recreational	SUBJECT: Move In Room Checklist	SECTION: I POLICY: 5
DATE: July 12, 2022	Administrator's Signature: _____	

MOVE IN ROOM CHECKLIST

POLICY:

An interprofessional audit process will be utilized to ensure resident accommodation is repaired, painted, cleaned, and all furnishings and linens are in place prior to the move in of a resident.

PROCEDURE:

The Director of Social & Recreational Services or designate will:

- 1) Place the New Move In Room Checklist on a clipboard in the room where a resident has been discharged on the day of move out.
- 2) Ensure that staff from maintenance, housekeeping, nursing, and recreation check and sign off on their assigned duties.
- 3) Bring any outstanding duties to the attention of the Executive Director on the day of move in.
- 4) Review the status of room readiness for move in at daily risk meetings with managers.
- 5) Keep the completed New Move In Room Checklist in the Management File.
- 6) Analyze responsiveness of team with readiness of rooms monthly and report same to Quality & Leadership team meetings.

All Staff will:

- 1) Complete tasks as assigned on the checklist.
- 2) Sign each task they complete on the checklist.
- 3) Notify the appropriate department regarding any repairs required.