

Shoreham Village Senior Citizens Association

Guidelines for the Admission of Assisted Living Clients to the Home

Mission Statement:

Shoreham Village Senior Citizens Association is dedicated to the provision of an environment that maximizes the quality of life for older persons in need or at risk, in the Municipality of the District of Chester and others, who qualify for our services.

Policy:

Shoreham Village provides private rooms designated as Assisted Living Rooms, where accommodations and certain personal services are provided. All clients making application for the Assisted Living Rooms must meet the eligibility requirements before admission. The Administrator and the Director of Care, and/or designate on behalf of the Board of Directors, will have the final approval of all admissions to the Assisted Living Rooms.

Eligibility:

All persons applying for admission to the Assisted Living Rooms must complete the Assisted Living Assessment form and Pre-admission Profile form. All applicants should also submit a Medical Assessment completed by a qualified medical practitioner. Applicants will be interviewed pre-admission by a Registered Nurse or Director of Care at their home if possible. The eligibility criteria will be reviewed by the Registered Nurses, Director of Care and the Administrator. A determination will be made whether the applicant meets the criteria for the Assisted Living Rooms. If approved for admission, the applicant will be placed on a waiting list if no Assisted Living Room is presently available. The applicant will be reassessed when a room becomes available.

Financial Obligation:

Shoreham Village will provide the client with room, board and other designated personal services. The client and/or client's family are responsible for the full cost of the Assisted Living Room. The cost is set at a daily rate which may be increased by Shoreham Village after providing at least thirty (30) days notice prior to an increase. The client and/or client's family will pay Shoreham in advance for all days the client will be using the Assisted Living Room. If the client will be using the Assisted Living room for more than one month, the client and/or client's family will pay Shoreham Village for all days in each and every month by no later than the fifteenth (15th) day of each and every preceding month until such time as the client gives notice to terminate the agreement. The name and address of the person responsible for the

client's financial obligations must be obtained prior to or at admission to ensure the appropriate person receives the monthly statements.

Services Offered:

Shoreham Village agrees to provide the following services to Assisted Living Clients.

- Accommodations in a private room.
- All meals and nutritional snacks.
- Daily housekeeping services.
- Laundry services including cleaning of personal clothes. (Dry-cleaning will be the responsibility of the client or client's family).
- Weekly changing of bed linens.
- Assistance with a weekly bath, if required.
- Cable TV service.
- Recreational and Social programs (Note: The client is able to participate in the recreational and social programs offered to the residents).
- A TB test will be administered shortly after admission, if applicable.
- Weekly preparation of medications and refilling of prescriptions if necessary.
- Weekly blood pressure and blood sugar checks if necessary.
- Blood work services.
- Note: Nursing Care is not provided, except as an additional service with additional fees.
- When the client's care needs change as per the assessment of Shoreham Village staff, the family will be notified.

Client And/Or Client's Family Responsibilities:

The Client and/or the Client's Family are responsible for the following:

- The client must be able to look after their own personal needs.
- The client must be independent in all activities of daily living.
- The client must be able to take their own medications.
- The client will indemnify the Management and staff for any missed medication doses
- The client should have a Pneumovax vaccine prior to admission.
- The client is able to use their own family physician if they are located in the Chester area.
- If the client does not have a physician in the Chester area, he or she may choose a physician in the Chester area or be under the care of Shoreham Village's Medical Advisor.
- The client and/or client's family will normally be responsible to make and arrange transportation for medical, dental and other appointments.
- The client must "sign out" before leaving the property and "sign in" when returning.
- The client and/or client's family must arrange for additional services from Shoreham Village when the client's care needs change. These additional services, e.g. Nursing care, will be provided at an additional cost. If the client's care needs change permanently, the client and/or client's family must take other appropriate arrangements, such as applying for nursing home admission.
- The client and/or client's family must notify the Registered Nurse when the client's medications change to ensure Shoreham Village has an up to date record.

- Clothing should be marked with tags or permanent laundry marker pre-admission.
- Name tags for clothing may be purchased from:
Roseway Manor Phone: (902) 875-4707
P. O. Box 518
1604 Lake Road
Sandy Point
Shelburne, NS B0T 1W0
- Clothing can be altered for a fee
- The client and/or the client's family will provide appropriate clothing
- The client will not smoke in his/her room or any other area of the building, except in the designated smoking room.
- The client and client's family will indemnify the Management and staff of Shoreham Village for any valuables left in the possession of the client while the client resides in Shoreham Village.
- The client and/or client's family will pay to hold the room, if the client is temporarily away from the Home, including a stay in hospital.

Standing Orders:

The Registered Nurse or Licensed Practical Nurse is authorized to implement the standing orders for medications on occasion, if required, if the client is unable to contact their own physician or family, e.g. at night.

Emergency Situation:

In emergency situations involving the client, the Registered Nurse or Licensed Practical Nurse will conduct an initial assessment of the client and use her professional judgment to take appropriate action, e.g. call the Family, Physician or Emergency Health Services (911) depending on the situation. The Registered Nurse will inform the Director of Care and Administrator of the situation and any change in the client's condition.

Termination of Agreement:

Shoreham Village may terminate the agreement immediately and without notice to either the client or client's family upon default of the client's or client's family financial obligation. Otherwise, if the client's condition changes, so the client no longer meets the eligibility requirements, Shoreham may terminate the agreement upon fourteen (14) days written notice. The client and/or client's family may terminate the agreement by providing Shoreham Village not less than fourteen (14) days notice, unless the agreement is for less than one (1) month.

Approved: February 05, 2002

Revised: August 31, 2006