### MONTHLY FACILITY VISIT CHECKLIST

#### BASIC FACILITY OBLIGATIONS (A comment is required for all items answered NO)

1. LTCOP posting visible  
2. Required postings: survey, menu, shift/staffing, activity calendar, bank hours  

#### LIVING SPACES/DINING EXPERIENCE

3. Facility clean, odor free, comfortable temperature, good lighting, furnishings and equipment in good repair  
4. Quiet visiting areas available, noise levels reasonable, P.A. system used minimally  
5. Hallways hazard free, exits clear  
6. Resident rooms are tidy, to residents' satisfaction  
7. Meals presented in appetizing manner  
8. Staff assisting residents as needed with feeding & meals  
9. Alternate food choices available on menu  
10. Fluids visible and available to residents

#### STAFF

11. Staff are wearing name tags  
12. Staff knock before entering residents' rooms  
13. Staff overall pleasant and courteous to residents  
14. Staff are respectful of individual needs and preferences  
15. Staff speaking in language understood by residents when in resident rooms, common areas  
16. Staff attentive/responsive (not distracted with private conversations with other staff, using cell phones, etc)

#### RESIDENTS

17. Residents appear clean, well-groomed and are appropriately dressed for the season  
18. Residents can reach call bells and there is timely response  
19. Resident council meeting notices posted, meeting minutes accurately reflect content, concerns addressed  
20. Residents/families satisfied with medical/dental care – Residents satisfied with daily schedule  
21. Residents have access to private telephone (if they do not have their own phone)  
22. Residents know how to contact administrative staff, social services and regional ombudsman  
23. Residents are invited to participate in meaningful care conferences/care plan meetings  
24. Activity calendar meets the residents' needs and preferences/ Residents satisfied with activity programs  
25. Residents satisfied with visitation policy

Use "Other Observation" section for periodic notes such as:
- Significant changes in key personnel, administrative staff, census
- Observations during an emergency or unusual incident, for example a fire drill or a resident emergency such as a fall.
- Family council exists and meets regularly.
- Procedure to protect residents' belongings, e.g. labeling, updated inventories, locked storage, grievance procedure.
- VRA introduces self, Program, and brochure to newly admitted residents

| Dates Visited |  |  |
| Number of residents visited |  |  |
| Facility Census |  |  |
| Hours Spent |  |  |

VRA Monthly Checklist.doc
Did you advocate for any residents this month? Y   N   If yes please document.

Other Observations, Notes, and Comments.

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