

**HOMES FOR THE AGED DIVISION
ACHIEVEMENT OF 2007 OBJECTIVES
CUMMER LODGE**

Objective	Success	Indicators of Achievement
1. To complete all the reports required at their scheduled time.	Achieved	<ul style="list-style-type: none"> • Due Diligence completed June 2007. • Internal checklist completed Dec. 2007. • Medical, physio, x-ray, lab contracts for 2007 completed and signed off. • 'How Are We Doing' survey completed June 2007 and reported to Site Council in September. • Annual continence product survey sent to M. Evans in June (mailed out 2nd quarter of every year). • Dental survey sent out 1st quarter. • Vaccine letter sent to all staff September 2007. • Flu shot information sent out September 2007. • Annual inventory count to be completed November 2007 • Disaster Box checked and signed off December. • Every MSDS sheet in the master WHMIS binder signed off December 2007. • Needle sticks injury and reproductive risk infection control checklist to be reported in 1st quarter 2007. • ASU to check and sign off emergency box monthly and nursing to sign off nursing disaster supplies monthly. • RM and QM reports completed by each department by the 3rd week of the month following end of quarter. • Summarize dental services and send report to Divisional Site Council in September. • Quality work plan completed.
2. Maintain a minimum of 97% occupancy in the Home.	Achieved	<ul style="list-style-type: none"> • Toured over 900 visitors in 2007. • Participated in Open Doors June 2007. • Annual invitation to CCAC and discharge planners. • Offered space for community events and groups such as LHINS, TPAAD, CCAC.
3. To closely monitor expenditures and to increase revenues in order to operate within 2007 allocated budget by year end.	Achieved	<ul style="list-style-type: none"> • Departments monitored monthly budget. • Home on budget. • Variance reports completed. • Managers tracked stat holidays. • Cafeteria prices increased according to Divisional practice.

**ACHIEVEMENT OF 2007 OBJECTIVES
CUMMER LODGE**

Objective	Success	Indicators of Achievement
4. To minimize the number of MOL orders by meeting all the expected requirements outlined by HFA Division.	Achieved	<ul style="list-style-type: none"> • 90% of all managers attended corporate health and safety training as required. • Template used for Health & Safety meetings to ensure all required information is communicated and minuted. • Completed monthly building inspection of entire Home to ensure safe practices are in place. • Followed up on deficiencies on OSACH report. • Implemented ERTW program in all departments. • No MOL inspections in 2007.
5. To clear unmet standards from B 2.6 and B 3.27. To prepare for an environmental and dietary review.	Achieved	<ul style="list-style-type: none"> • Cleared unmet standards from dietary review from previous years.
6. Prepare for 2007 CCHSA accreditation.	Achieved	<ul style="list-style-type: none"> • Prepared critical path, goals for accreditation and list of team members by January and submitted. • Updated strategic plan. • Education and training on patient safety ROP. • Documented prevention related prospective analysis for 2006 and 2007. • Teams completed self assessments by July for leadership and partnership, human resources and information management, environment and resident care. • Chose and prepared focus groups - family, staff and community. • Received 3-year accreditation award with 0 recommendations.
7. Pandemic Planning	Achieved	<ul style="list-style-type: none"> • Completed phase 1 of pandemic planning exercises.
8. Complete a quality of work life plan.	Achieved	<ul style="list-style-type: none"> • Implemented quality of work life committee and sub-committee of health and safety. • Surveyed staff on quality of work life issues and identified possible improvements in the workplace. • Scheduled series of educational sessions/training for staff on work life issues throughout year.

**ACHIEVEMENT OF 2007 OBJECTIVES
CUMMER LODGE**

Objective	Success	Indicators of Achievement
9. Increase participation in Day Centre.	Partially achieved.	<ul style="list-style-type: none"> • Signage for the front lawn. • Marketing brochure developed and sent out to potential clients (including MOW clients). • Day Centre (DC) reviewed at each of the tours. • Reviewed hours of Day Centre to determine feasibility of expanded hours. • DC van received in November.
10. Youth Council	Achieved	<ul style="list-style-type: none"> • Strengthened partnerships with individual schools to expand youth volunteering. • Connected with high school to partner with English students to update resident's handbook. • Connected with students to collaborate on writing life stories for residents.
11. Support Mayor's 2007 priorities as related to Cummer Lodge.	Partially achieved	<ul style="list-style-type: none"> • Invited Toronto Police Services for training for staff. • Invited Toronto Fire Services into home to provide safety education to residents and seniors. • Invited a local business partner to sit on Home Advisory Committee and representative from Youth Council.
12. To continue to strengthen communication with residents and families.	Achieved	<ul style="list-style-type: none"> • Responded to YOC survey as required. • Resident Care Committee reviewed complaints, concerns quarterly to identify trends and gaps and make recommendations. • Administrator logs all complaints and risk incidents. • Followed up on all complaints from family committee on a timely basis. • Completed education sessions for families via Family Council and unit meetings.