

**HOMES FOR THE AGED DIVISION
ACHIEVEMENT OF 2007 OBJECTIVES
SEVEN OAKS**

Objective	Success	Indicators of Achievement
1. To continue to implement and maintain systems and educational processes.	Achieved	<ul style="list-style-type: none"> • Delivered revised core H&S training, Code White training and practice within the home; Pandemic Planning. • All Managers attended H&S training. • Strengthened role of JHSC. • Established action plan for Ergonomics Review. • Supported attendance in JHSC education days. • Acted on JHSC recommendations in a timely fashion.
2. To conduct a workplace wellness survey and establish a workplace wellness plan based on survey results.	Achieved	<ul style="list-style-type: none"> • Wellness Committee was maintained and staff needs assessment and workplan was established in 2007 for 07 and 08. • Staff Social Committee initiatives were promoted and supported throughout the year.
3. To participate in the development and implementation of enhanced approaches to support management succession and employee career development.	Achieved	<ul style="list-style-type: none"> • DON and NM attended information session on support nurse management succession planning. • RN attended Managing Your Career sessions. • RN attended PIECES training and 18 PCAs attended U-First Training.
4. To actively participate in the opportunities to collaborate with the CE LHIN in their integrated health service plan.	Achieved	<ul style="list-style-type: none"> • Administrator a member of Seamless Care for Seniors Steering Committee of CE LHIN and attends collaborative meetings as they are scheduled. • Home participated in CCAC and Infection Control work groups and committees.
5. To participate in the implementation of the LTC-MH framework.	Achieved	<ul style="list-style-type: none"> • Implemented the LTC-MH framework within Seven Oaks as per HFA plan. Expanded membership of the outreach team to include pharmacist. • Maintained strong linkages with RGP and mental health outreach team and crisis support teams. Joint meetings held a minimum of once monthly with ongoing and just-in-time training provided as required.
6. To implement revised policies and procedures as defined by the LTCH Act.	Achieved	<ul style="list-style-type: none"> • Revised policies and procedures implemented as received.
7. To develop a plan supporting and contributing to the Mayor's priorities relevant to LTC and seniors issues.	Achieved	<ul style="list-style-type: none"> • Explored potential linkages with Malvern Community Centre and strengthened linkages with local schools and established a Volunteer Youth Council.

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8. To continue to strengthen our culture that characterizes services that are respectful and supportive and enable residents to achieve their quality of life priorities in a safe and secure environment.	Achieved	<ul style="list-style-type: none"> • Participated in piloting falls management and skin and wound management best practices. Established Falling Leaves Workgroup. • Continued to implement <i>Live to Eat</i> and enhanced mealtime assistance. Continued to monitor meal time assistance and acted on results through QI process. • Continued training for support staff for customer service function. • Provided re-education regarding resident's rights. • Continued support for Residents' Council (RC) and follow up on Resident's Council suggestions in a timely manner. Management attendance at RC meetings. Meetings held with Residents' Council and Resident Client Advocate during year to address issues raised at RC meetings.
9. To pursue the development of a preventative dental maintenance program for SO residents.	Partially Achieved	<ul style="list-style-type: none"> • Worked with HAC representative from OCDH to identify possible preventative dental maintenance program availability in community. • Reviewed program and will be carrying over as objective in 2008.
10. To pursue through Residents' Council the possibility of establishing a Veteran's Wall project to recognize, celebrate and honour residents who served in the military.	Partially achieved	<ul style="list-style-type: none"> • Reviewed with RC and Programs & Services staff to identify best choice to promote and recognize residents within the home. • Determined residents would be profiled within the home in resident recognition showcase. • To be developed in 2008.
11. To strengthen and maintain a planned approach to complying with the ROPs by completing a ROP.	Achieved	<ul style="list-style-type: none"> • Completed the ROPs and used as a basis for developing resident safety plan.
12. To complete the 2007 capital maintenance projects as identified and prioritized through HFA analysis and the <i>Building Condition Assessment</i> thus contributing to a safe environment.	Achieved	<ul style="list-style-type: none"> • Home project list was communicated to home management and priorities were discussed. • Work prioritized related to health and safety requirements.
13. To maintain the internal and external environment of each home in a way that supports residents' security, safety, dignity and comfort.	Achieved	<ul style="list-style-type: none"> • Ongoing attention and vigilance on need for minor maintenance and repair work with a focus on safety concerns. • Maintained attention to décor using donations to enhance resident living spaces.

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14. To complete 3 rd and 4 th unit renovation projects in a way that supports residents' safety, security, dignity and comfort. To complete the parking project.	Partially achieved	<ul style="list-style-type: none"> • Unit renovation was started during 2007. Progress on completion of renovated units was delayed due to cabinetry work delays. Expected completion in early 2008. • Parking lot construction was delayed in part due weather. Total completion of project in 2008.
15. To progress with the minor renovations and upgrading of the Auditorium to support activities and programs for the younger adult population.	Achieved	<ul style="list-style-type: none"> • Renovation plans reviewed. • Assessment of audio/visual requirements completed and volunteers agreed to purchase.
16. To further strengthen staff knowledge and infection control practices at all levels of the organization.	Achieved	<ul style="list-style-type: none"> • Provided education to staff on pandemic planning and ongoing infection control issues. Infection Control Nurse positively promoted the lack of outbreak within the home. • Increased emphasis on handwashing on ongoing and just in time basis. • 90% of staff received flu shot.
17. To implement e-health initiatives including MDS-RAI.	Achieved	<ul style="list-style-type: none"> • SO was successful in being approved for Phase 5 MDS-RAI implementation in late 2007. Will be carried over into 2008.
18. To improve resident information management providing opportunities for staff to upgrade their computer skills as required.	Partially achieved	<ul style="list-style-type: none"> • Nursing department provided guidelines for access and input for staff. • Computer available in Staff Education Training Room for staff to use to assist with computer skill development.
10. To continue to strengthen communication with residents and families to increase satisfaction.	Achieved	<ul style="list-style-type: none"> • Using a QI approach, improved the communication to residents and families regarding resident activities, inviting families to attend the activities.