



PLACEMENT CHECKLISTS

Residential Care Facility

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

- Does the facility appear clean and orderly?
- Are there lingering unpleasant odours?
- Are the rooms and hallways well lit and free of clutter?
- Are the floor surfaces level and free of tripping hazards?
- Is there a housekeeping program in place to which minimizes slippery surfaces, ensures immediate cleanup of spills as well as general cleanliness and sanitation.
- Is the atmosphere pleasant? Does the staff seem to respect and enjoy working with the residents?
- Is there adequate room for residents to maintain personal space and privacy?
- Are there are enough staff to ensure adequate student training, to meet residents' needs, provide assistance when working with residents and to provide a timely response in an emergency?
- Is there a fire and emergency plan?
 - Are there signs indicating the action to be taken in the event of a fire or other emergency?
 - Is fire and emergency equipment easy to locate?
 - Are exits clear, easily opened from the inside and well marked with lit signs?
- Are there procedures in place which include training programs and information on:
 - how to recognize and respond to abuse or neglect
 - how to deal with aggressive or difficult residents, and
 - how to deal with the stress of meeting multiple needs?
- Are guidelines available for the staff to use in determining what equipment should be used in what circumstances?
 - Do the guidelines outline responsibilities of the staff and the proper use of the equipment?
- Is WHMIS training provided to all staff?
 - Are Material Safety Data Sheets available for hazardous products being used?
 - Is personal protection that meets the requirements of the MSDSs being used with each product?
- Are the policies and equipment to assist in manual handling procedures? (Ideally a "No lifting" policy should be in place.)
- Are storage areas adequate with heavy items stored at a low-level and regularly used items within easy reach?



PLACEMENT CHECKLISTS

Residential Care Facility *Continued*

- Are step stools or ladders available to reach items stored above shoulder height?
- Are medication stock areas kept locked up at all times?
- Are carts and other wheeled equipment provided to move materials?
 - Is the size appropriate for the areas where they are used?
 - Are the wheels suitable for the floor surfaces?
- Are lifts or hoists used for lifting or moving residents?
 - Are there procedures and required training in their operation and limitations?
- Is special training provided to assist in providing care to residents with physical limitations or behavioural difficulties?
- Is an infection control program in place?
 - Are the procedures enforced?
- Are there specific clothing requirements such as non-slip shoes, gloves for certain tasks, or body coverings?
- Is access and freedom of movement restricted for outsiders entering the facility?
- Are public areas around the building in good condition and well lit?