

Welcome to White Rapids Manor



New Resident Package

Our Mission
Excellence in Long-Term Care

Our Vision
To provide quality, long-term care
in a professional, safe and caring manner
for the people we serve

Our Values

1. Integrity

Having a sense of honesty and truthfulness in regard to the motivations for one's actions.

2. Respect

Esteem for, or a sense of the worth or excellence of, a person or a personal quality.

3. Positive Attitude

A positive attitude causes a chain reaction of positive thoughts, events and outcomes, regardless of circumstances. We commit to choosing to make each day at White Rapids Manor a great one for ourselves and for those around us.

Our Team

Kathy Jenkins, Administrator, 368-6505
Sari Lomax, Director of Nursing, 368-6518

Barb Rees, Business Office, 368-6508

Sherri Slipp, Food Services Supervisor, 368-6506
Jennifer McInnis, Activity Coordinator, 368-6509
Angela Knappe, Maintenance, 368-6507

How to Contact Us

Our Address: 233 Sunbury Drive
Fredericton Junction NB
E5L 1S1

Our Phone Number: 368-6508

A nurse is available at all times to answer any care questions

A few facts

- White Rapids Manor Inc. opened in 1978.
- We are inspected annually by the Nursing Home Services branch of the Department of Social Development as part of our license to operate.
- We are a non-profit organization governed by a volunteer board of directors who meet as a group and in addition as committee members.
- We are home to 40 residents who reside in one of 8 single rooms, 14 double rooms or 4 semi-private rooms.
- We are a registered charity and rely completely on donations to run our mini-bus for residents. Donations also purchase items such as new room furniture for residents.
- To operate our home 24 hours a day, 7 days a week, we employ approximately 50 people, making us one of the largest employers in the community.
- We are located a mere 30 minutes' drive from Fredericton or from Oromocto and within an hour's drive from Saint John.
- Visitors are welcome anytime and tours can be arranged in advance through the Director of Nursing at 368-6518.

www.whiterapidsmanor.nb.ca

Selection and admission of residents

A number of things must be done prior to admission.

1. Residents can only be admitted to permanent nursing home beds through the Single Entry Point System (SEP). SEP can be accessed by calling the Department of Social Development at 1-866-444-8838 in the Fredericton area.

The SEP panel meets weekly and produces a list of people waiting for nursing homes and deemed needing nursing home care. If a person passes panel, they are placed on the list, along with the three nursing homes they have chosen, in priority listing.

When this list is received, our Admissions Committee meets and examines who has chosen us and their needs. If no bed is available, the applicants are placed on a waiting list.

2. Those who wish to come to White Rapids Manor must fill out our application for admission and submit it to the Director of Nursing.

3. They must submit a copy of a Power of Attorney or a signed form indicating responsible party, which ensures the nursing home communicates with the proper person in all matters concerning the resident. A copy will be kept on file at the manor. If more than one person is listed on the power of attorney, one person should be designated as spokesperson.

4. They must submit necessary information to the government's financial assessor to determine a resident's eligibility for subsidization and/or amount of costs he/she is responsible for. This financial assessment must be completed prior to admission. The social worker you have been dealing with can provide necessary forms.

Those who have applied to White Rapids Manor and have all necessary information completed will be notified when a bed is available. If the bed is accepted, the admission time is set (within 24 hours). If it is refused, the applicant's name is removed from our waiting list and we must notify the Department.

The power of attorney is encouraged to visit the day before admission to view the room and fill out necessary paperwork.

Discharge

White Rapids Manor, under the Nursing Home Act, is obliged to protect its residents and staff. If a resident presents a threat to other residents, to themselves or to staff, which cannot be resolved, the nursing home has the authority to ask that the resident leave the nursing home within fifteen (15) days or, if the situation warrants, immediately.

White Rapids Manor also has the right to ask a resident to leave within fifteen (15) days, if we feel we cannot meet the resident's needs or if payment for care has not been received on time. Payment of the monthly nursing home rate is done at the first of each month for that month of care. Upon admission, the resident's trustee must pay the daily rate to the end of the month. If the province has not concluded its review of the resident's finances and possible subsidy, the private pay rate shall be paid. Once the province has concluded its review and has informed the nursing home, the amount will be corrected and any extra payment will be reimbursed or credited to the resident's account.

Confidentiality

White Rapids Manor has a duty to protect residents' and employees' privacy. We ask that families assist us with this by being aware of our commitment to confidentiality.

As a visitor to White Rapids Manor, you will unconsciously become privy to information about other residents, employees and other nursing home matters. Any information you observe or become aware of should not be disclosed or discussed with anyone other than those persons authorized to receive such information.

In addition, photographs can only be taken of your family member; not of any other resident or staff member.

If you have any concerns, please go to the Nurse in Charge, the Director of Nursing or the Administrator.

Furniture

White Rapids Manor provides a bed, clothing storage area, night table, over bed table and chair for each resident. The resident is encouraged to bring pictures or other cherished items to personalize the room. Any other furniture items brought into the nursing home must be approved by administration for safety reasons.

Electrical

All electrical equipment brought into the nursing home must be CSA approved and checked by maintenance before using. Please inform the nurse during admission of any electrical appliances such as radios, clocks, or electric razors.

Telephone

If a resident wishes to have a telephone in his/her room, the power of attorney must make arrangements with the telephone company. The resident is responsible for all charges connected to the phone, including any costs to transfer the phone if the resident is moved at their request. Should White Rapids Manor initiate a move, we will pay the phone reconnection charge.

Television

Cable television is available in each room, although there is only space for one TV per room. The resident may be responsible for bringing a television, if s/he wishes if there is not already a TV in the room; wall mounts are provided and only flat screen TV's up to 32 inches are permitted due to space limitations. A nominal monthly cable fee is charged to all residents, which continues our reduced bulk rate. This fee is deducted from the monthly Comfort & Clothing Allowance that is provided to subsidized residents. This allowance is calculated

by the provincial government. Cable TV is also available in the Activity Room and Living Room.

Care of the Room

All cleaning services are carried out by support staff. Cooperation of the resident and families is required in not using tacks or nails. On request, our staff will hang items. It is important that rooms are not cluttered, for the safety of residents and staff.

Clothing

There is limited closet space in the bedrooms, therefore, the resident is asked to limit the number of outfits to around 7. A good rule of thumb is if something new is bought, something old is removed. Also, family is responsible for all clothing repairs. Housekeeping should be notified of new clothing so that it can be properly labeled.

Family may be asked to alter existing clothing so that the resident may be more easily and comfortably dressed. This is referred to as adaptive clothing and entails such things as openings in the backs of tops, and elastic waistbands.

Laundry

Personal laundry is done on-site by our support staff. We label all residents' clothing. All sheets and towels are provided by White Rapids Manor and laundered at the Regional Hospital. Therefore, it is the responsibility of the resident's family to wash any special sheets, such as Brunswick Sheets. Bedspreads should be provided by the family and labeled by housekeeping. They will be laundered on-site.

Prohibited Items

A few items are prohibited, for resident and staff safety: powder, straight razors, heating pads, electric blankets and hot water bottles.

Dentures, Eyeglasses & Hearing Aids

Residents are encouraged to have their name inscribed on their dentures and/or eyeglasses and/or hearing aids to facilitate identification by staff. The nursing home is not responsible for lost items.

Valuables

Although residents are encouraged to bring in comfort items from home, White Rapids Manor cannot ensure the safety of personal items. Due to the number of public visitors, wandering residents, and other issues beyond our control, it is strongly encouraged that valuable items be left at home. Prior to admission, it is advisable to replace items such as jewelry with inexpensive substitutes and irreplaceable quilts with a new blanket. White Rapids Manor is not responsible for lost items.

Wheelchairs, walkers

It is the responsibility of the resident to supply their own wheelchairs and walkers if one is required. Families can purchase them privately or assistance in obtaining a wheelchair is available through Red Cross. Our rehab LPN will help with the task of ordering a wheelchair, as it is crucial that the correct sizing be done with the involvement of Occupational Therapy.

Lifting Devices

Although we will try to maintain a resident's mobility for as long as possible, there may come a time when the resident is no longer able to move about without basic assistance from staff. When it becomes evident that a resident is no longer able to safely be transferred, a mechanical lifting device will be used. This is to ensure the safety of both resident and staff.

Personal care supplies

The nursing home provides one brand of products to meet the personal hygiene and grooming needs of the residents.

These supplies include: soaps, lotions, oral hygiene, denture care, nail care equipment, facial tissue, shampoo, toothpaste, and incontinence products. (see attached Appendix 1)

If a resident chooses to use a product different from the one provided by the nursing home, the costs incurred for the preferred product are the financial responsibility of the resident.

Safety items that resident is required to pay for

The following items, if required by the resident to ensure their safety, will be the financial responsibility of the POA/Trustee;

- Bed exit and chair exit electronic pads
- Slings required for mechanical floor lift/ ceiling lift
- "Roam Alert" electronic bracelets (door security system)
- Hip protectors

The RN Case Manager will discuss the necessity of these safety items, as they are identified, with the Trustee/POA.

Rooms

Most of our rooms are doubles. If a family wishes to request a single room, please make this known to administration. The home reserves the right to transfer a resident at any time from one accommodation to another within the facility, based on the needs of the entire population.

Nursing services

The nursing department is under the direction of the Director of Nursing, who is accountable for the overall quality of nursing care in the home. A nurse is also in charge at all times and should be contacted directly and immediately should concerns arise.

Nursing care is provided by a team that consists of Registered Nurses, Licensed Practical Nurses and Resident Attendants. We also have an LPN who works in the area of Rehab and a visiting Occupational Therapist.

Physician

The nursing home signs an annual agreement with a licensed physician to act as the Medical Advisor. The physician visits the nursing home regularly to provide services to our residents. Any medical concerns should be brought to the RN on duty so that they can be relayed to the physician.

Care Requirements

The nursing home is a residence in which 24-hour nursing care and supportive care is provided. Staff assist the resident in those functions which they cannot do on their own.

The nursing home is not geared to the provision of aggressive medical treatment as might be found in an acute-care hospital.

Every effort is made to maintain or improve the health status of the resident in the home and to transfer the resident to hospital, in accordance with their wishes, should the need arise.

To that end, the resident and family will be asked to indicate the degree of medical intervention desired. Specifically, the facility has a policy in which the aim is to keep the resident comfortable but not to provide aggressive resuscitative measures unless they are requested by the resident/family.

Restraints

White Rapids Manor adheres to a least restraint program. All information on the subject has shown that restraining a person leads to frustration and loss of dignity for the resident and may actually increase the risk of injury. We require a physician's order to restrain a resident. Only as a last resort will we restrain our residents, when all other means have been tried and there is a clear and present danger to the resident or others. Family will be notified if a restraint is being considered before it is applied.

Pharmacy Services

Under the Nursing Home Act, all medications must be obtained from the pharmacy contracted by the nursing home to provide this service. Medications are ordered for residents by the physician and administered by the RN or LPN.

- No medication can be brought in and given to the resident.
- The resident cannot keep any medications at the bedside.

The nursing home will supply basic stock drugs and supplies. Should a resident require or request a brand name different from the one stocked by the home, or require the stock medication on a regular basis, s/he is to be financially

responsible for the cost of the product. (See Appendix 2) On a quarterly basis, a complete review of all residents' medications is completed.

The NB Prescription Drug Program pays for prescriptions covered under the plan. However, there are a number of "special authorization" drugs that are not covered.

The resident or Power of Attorney is responsible for paying drugs not covered by this program. All communication and payment should be done with the pharmacy and physician.

Fire Safety

Fire drills are held on a monthly basis and on a less frequent basis we hold mock disasters as paper exercises or with the assistance of volunteers.

Scent-reduced facility

Due to increasing sensitivities among residents and staff we support a scent-reduced environment in our nursing home and encourage staff, volunteers, residents and family members to use non-scented products.

Flu vaccine

Flu shots are recommended for all residents unless the physician advises otherwise. Consent for giving flu vaccine is required on admission. The resident or next-of-kin must give permission for the Pneumovax and Flu shots. This can be changed at any time by notifying the director of nursing or nurse in charge in writing. We also recommend that family members/visitors get the flu shot each year.

Activities

A monthly activity calendar is produced and posted under the direction of the activity coordinator. It includes weekly outings, baking, crafts, movies, entertainment, bingo, one-on-one visits and morning coffee. Volunteers are always welcome. Please see the activity coordinator if you are available.

Outings

The Activity Department aims to take residents out regularly on the mini-bus. It may be for shopping, sight-seeing, lunch or just a drive. If you do not wish your family member to go on these outings, please notify the Director of Nursing.

Appointments

It is the family's responsibility to transport residents to and from any medical appointments; however, if they are unable to transport a resident in their vehicle due to wheelchair accessibility, arrangements can be made to use the nursing home's mini-bus.

The family should request use of the mini-bus well in advance of the appointment so that an insured driver can be booked. It is imperative that a family member accompany the resident on this appointment as well. Staff members do not accompany residents on these appointments.

Pastoral services

Area ministers volunteer to provide weekly Sunday services and other visits. If you have special requests for your family members, please advise the R.N.

Nutrition and food services

The scope and function of the Food Services Department is to provide optimal nutritional care and quality food service to residents. A three-week menu is posted, which changes in the summer and winter. Resident's food preferences are always considered, as is their dietary requirements, such as diabetic or gluten-free.

Residents requiring specific dietary restrictions or texture modifications are assessed by the dietitian.

Meal times are: 7:20 a.m., 11:30 a.m. and 4:15 p.m. There is also an afternoon snack and night lunch.

Family is welcome to eat with a resident by simply calling a day in advance. There is a nominal fee for the meal.

Payments

The monthly nursing home payment is due at the first of the month for that month of care including making arrangements for such subsidies as may be necessary. Upon admission, the resident's trustee must pay the daily rate to the end of the month.

If the province has not concluded its review of the resident's finances and possible subsidy, the private pay rate shall be paid. Once the province has concluded its review and has informed the nursing home, the amount will be corrected and any extra payment will be reimbursed or credited to the resident's account. The business office is open Monday to Friday, 9 a.m. – 5 p.m. The monthly cost of care must be paid by the 5th day of the month for that month, preferably by cheque. Payment can be mailed or given directly to the business office during regular business hours. Post-dated cheques can be left with the business office.

Pets

Pet visitors are encouraged, as long as their owner assumes full responsibility for clean up and restrains the pet on a leash.

Alcoholic beverages

The consumption of alcoholic beverages by residents is at the request of the resident and in consultation with the physician and the nurse. They are kept in a locked med room and dispensed by the nurse.

Smoking policy

White Rapids Manor is a non-smoking facility. All smoking must be done off the property by staff and visitors. Only residents who are able to smoke independently in the outdoor area provided can be admitted to White Rapids Manor.

Leave of Absence for Resident

Each nursing home resident is entitled to a 30-day leave of absence within each fiscal year. This cumulative 30-day period includes visits to family members' homes and hospitalization.

Additional days may be requested by the nursing home to Nursing Home Services. During these absences, payment is still required to the nursing home.

Hairdresser

A licensed hairdresser offers services to resident each week. Each resident is responsible for paying for this service.

Resident Council

Residents and families are invited to meet with the food service supervisor and activity coordinator four times a year to discuss ideas for improvement. Meetings will be posted on the activity calendar.

Resident Review

Once a year, a resident and his/her family are invited to meet with the multi-disciplinary team on an individual basis to discuss the resident and any concerns. Family surveys are sent out in advance. Goals are established for the coming months at this meeting.

Hospital services

In the event of a medical emergency or a need for immediate assessment by a physician, residents will be transported by ambulance to DECH or OPH and the family will be contacted.

Removal of Personal Effects

After a resident passes away, we respectfully ask that family either remove personal items within 24 hours or contact us for assistance. Your loved one's personal belongings will be kept for one week, until you are able to pick them up.

Families

Family involvement is of utmost importance to residents. There are no restrictions on visiting; we welcome family and friends of all ages and at all times. The only time visiting is restricted is if there is an influenza outbreak in the community or if a virus is rampant in the nursing home.

Family outings are encouraged and we have an activity room that can be booked for special events. The nursing home schedules an annual Christmas party for residents and their families. The Activity Department encourages family involvement as well.

Families are encouraged to participate in activities at the nursing home or lead an activity.

We also encourage suggestions from families to improve care for the resident and if there are any concerns, we ask that you bring them forward immediately.

Resident Pocket Money

Each month, residents who are subsidized by the Provincial government, retain a Comfort & Clothing Allowance.

These funds are kept by the trustee or family member who is power of attorney over the resident. The province intends these funds to be used for personal comfort items for the resident. This can include things such as clothing, hair care, outings etc. White Rapids Manor deducts a nominal amount for cable television in the facility.

We understand some residents wish to retain money on their person, in their rooms, however, we cannot accept responsibility for these funds. This is an individual choice of the family and resident.

A more secure method that we do offer is through the business office. Trustees or family members can leave a nominal amount of money for the resident's use. These funds, usually around \$50 for each resident, are kept in a secure location and a ledger is kept of all transactions for each resident. We do recommend on a monthly basis that this fund be topped up to maintain it at c. \$50.

This enables the resident to buy lunch on outings with the activity coordinator, go shopping on outings, or pay for hair care. Often these funds are in the care of the activity coordinator on outings.

If you have any questions, or if you wish to utilize this service, please contact Barb Rees at the business office, 368-6513.

Food Brought in by Family/Friends

Under Nursing home Services regulations, only approved vendors are to provide food products to the nursing home. In the event family or friends wish to bring in a special item for a resident, this product must be served by the person who brings it in. This would include items for a special event, such as a family birthday, or a meal for the resident. Food should not be left in the resident's room.

Resident Foot Care

We provide basic foot care to all residents. Those who are diabetic or have any foot or nail care issues are recommended to have advanced foot care. In this situation, the case manager will contact you and provide the name of a private foot care provider. The cost for advanced foot care is determined by the outside nurse and families will be charged directly by the foot care provider.

Sitter Services

The RN may assess and determine a sitter is required for a resident for various reasons, including aggression or inappropriate behavior. Once approved by the Director of Nursing or representative, the family/trustee of the resident is to be contacted and informed that a sitter has been deemed necessary and rationale explained. The family/trustee is requested to either provide this service themselves, as family members, if possible and if they are able to do so safely. If they are not, the resident/family/trustee is responsible for the cost of these services.

Appendix 1

Care Supplies Covered by White Rapids

Absorbent puffs	Minor Medical Equipment
Alcohol for medicinal use	Mouth Care Supplies (Colgate or Crest)
Antiseptics and Disinfectants	Nail Care Equipment
Bandages	Nebulizer Masks
Basins (bath, emesis, solution)	Needles
Bed Pans	Ostomy Supplies
Blood Pressure Cuffs	Packs, hot and cold
Blood Sampling Supplies	Pads, Incontinent
Blood Testing Strips	Paper, Autoclave
Body Lotion(Vaseline or Life Brand)	Pressure Relieving Devices
Catheters (all types)	Razors, Disposable (Life Brand)
Condom Drainage	Rectal Tubes
Denture Adhesives(Polident or Life Brand)	Saline Solution
Denture Cleaners (Polident or Life Brand)	Scissors
Denture Cups	Shampoo (Gentle Rain and Arjo Gentle Shampoo and Body Wash)
Diabetic Supplies	Sharps Disposal Containers
Douche Units	Skin Barriers (Coloplast Critic-Aid Clear Skin Protectant)
Dressing Trays	Skin Cleanser (Smith & Nephew Skin Cleanser and Tena Wash Cream)
Dressing Supplies	Specimen Collecting Supplies
Droppers, Medicine	Spoons, disposable
Enema Kits, Disposable	Sterile Supplies/Equipment
Facial Tissue (Envirologic)	Steri-Strips
Feminine Hygiene Products (Life Brand)	Stethoscopes
Fleet Enemas	Stockinette
Foot Care Equipment	Straws, flexible
Forceps, Disposable Surgical	Syringes
Gloves, Sterile and Non-sterile	Tape
Hand/Liquid Soap (Smith & Nephew Skin Cleanser and Tena Wash Cream)	Thermometers
Incontinent Care Supplies (Tena)	Tongue Depressors
Irrigation Solution & Trays	Tub and cleaning products
Lubricants and Petroleum Jelly	Urinals
Medicine Cups, paper and plastic	Water, sterile and distilled

Please note that **all powders**, except prescriptions as ordered by the physician, are prohibited. This is for resident and staff safety.

Blade razors are also discouraged for reason of safety to both resident and staff. Family members are asked to bring in an electric razor for all residents who require one. If this is not attainable, please speak with the Director of Nursing. The only type of shaving cream in the facility is Gillette and Life Brand.

We also provide Johnson and Life Brand **Baby Shampoo** for eye care as necessary.

Appendix 2

Medications Covered by White Rapids

Requirement	Drug Used
1. ANALGESIC: Used for pain control	Acetaminophen 325 mg tablets
	Acetaminophen 650 mg Suppositories(Abenol)
2. ANTIDIARRHEAL: Used to treat and prevent diarrhea	Imodium (Loperamide) 2 mg tablets
3. ANTIEMETIC: Used to treat or prevent nausea and vomiting	Gravol (Dimenhydrinate) 50 mg tabs
	Gravol 100 mg suppository
	Gravol (Dimenhydrinate)50mg/ml injectable
4. ANTACID/ANTIFLATULENT: Used to treat or prevent heartburn and gas.	Gaviscon Liquid
5. ANTIPYRETIC: Used to treat fever	Acetaminophen 325 mg tablet
	Acetaminophen 650 mg (Abenol)
7. ANTITUSSIVE: To settle coughs	Life Brand Expectorant
8. LAXITIVE/ STOOL SOFTENER: To treat and prevent bowel constipation	Senokot S
	Bisacodyl Suppositories
9. LOZENGES: To treat sore throat	Life Antiseptic Throat Lozenges