



**R.K. MacDonald Nursing Home  
Family Council of Meeting Minutes**

**Date: Sept 12, 2024**

**Family Council members Present:** Mary Chisholm, Berkley Guthro, Debbie Horne, Albie Faulkenham, Heather MacInnis Joanne MacKenzie, Susan Wood

**Regrets:**

**Staff Present (for a portion of meeting):** Lee Kelly, Terry MacIntyre, Miles Tompkins

Item	Topic	Discussion / Required Actions	Owner	Due
1.0	1.1 Safety	Tanglewood Unit – repairs have been completed to the area of concern. Currently awaiting the construction company to take down the barriers placed in the corridor.	Terry MacIntyre	In progress
	1.2	Allen key for wheelchair neck supports will be placed on the nurses Med cart for easy access when needed, especially on the weekends	Myles Thompkins	completed
	1.3			
2.0	Topic Updates			
	2.1 Recreation, Spiritual Care and Volunteer service	An information handout was provided to family council members, clearly outlining a list of community outings and activities that took place over the summer months, along with what is happening in spiritual and religious care, and an update on volunteer services. It also outlined what they are planning for the Fall program. The handout included examples of how family council can support volunteer recruitment, help with attracting entertainers to come into the home and encouraged support in the creation of a “circle of care”.	Kim MacDonald	ongoing
	2.2 Recruitment to Family Council	Terry MacIntyre provided an update on efforts to recruit new family council members. He noted the RK website will have a message posted to encourage recruitment, and the admission booklet (which is given to the family upon admission of their loved one), will have its own standalone page to bring awareness to this important need.	Terry MacIntyre	ongoing
2.3 Pilot Project	Lee Kelly provided an update on the pilot project that the RK is involved with, in an attempt to optimize the workforce (the RK is one of five facilities in the province, involved in the pilot project). She verbalized great success thus far in the areas of the project they are involved with,	Lee Kelly	Pilot project ongoing	

		<p>namely:</p> <ul style="list-style-type: none"> <li>(1) long term care assistants (LTCA's) – an uncertified role for people who assist, are runners or spotters in resident care.</li> <li>(2) CCA role standardization – working to ensure that CCAs have a standardized role across N.S. Performing such things as instilling eye drops and ear drops/ ointments and medicated creams/ puffers. The CCAs will then record the administration on a treatment administration record (TAR). It remains the responsibility of the RN/LPN to assess and evaluate the resident following the administration of the medication.</li> </ul>		
	2.4 Physio/ Rehab services	Miles Tompkins provided an update. He addressed the Allen key (noted previously in 1.2) and noted that a 2 <sup>nd</sup> assistant that was hired in the spring, has been very beneficial in activities such as ensuring residents are assisted in getting up for their walks.	Miles Tompkins	completed
3.0 Business Arising	3.1	Caregiver day – which will provide a time for sharing, self-care, and available resources. An email to Caregivers NS will give us more information. Family council will pursue this topic at our next meeting	Family Council	January 2025
4.0	4.1	Family council recognizes that weekends are often very quiet for residents, with minimal recreational activity provided. A request will be made to the RK Foundation, asking for money that will specifically be put toward resources to provide opportunities for increased recreation during weekends. Family council will continue to pursue this at our next meeting in November.	Family Council	ongoing
	4.2	<p>Family council members acknowledge the monthly calendar of events currently on the RK website but feel an email to remind family could be beneficial (considering everyone's busy lives).</p> <p>We believe that if a weekly email outlining the upcoming week of events (from the calendar) was sent to a family member of each resident, this could help to increase family members awareness of upcoming events, encourage their participation, along with working to promote and enhance a “circle of care”.</p> <p>This activity reminder email can be done the same way we are notified from administration regarding resident matters (i.e.) respiratory outbreak</p>	Terry MacIntyre, & Kim MacDonald	October 2024

	4.3			
5.0 Date of Next Meeting: November 7, 2024 (1-3pm)		Location:		
6.0 Adjournment	Time: 2:45	Motion to Adjourn. Moved By:	Motion carried.	

File: Directors (T Drive): Family Council Minutes/ Minutes Template 2024

---

***Our Core Values: Compassion. Accountability. Respect. Excellence. Safety.***