



ADMINISTRATION REPORT

To: St. Lawrence Lodge Committee of Management

Submitted by: Lisa Harper RN BScN, MN

Prepared on: November 19, 2025

Committee of Management Meeting Date: November 25, 2025

Re: Information Items

Update from Infection Prevention and Control

Outbreak Status

No outbreaks have been identified within the home since the last reporting period. In the broader community, however, two COVID-19 outbreaks, one CPE outbreak, and one respiratory outbreak of unknown origin are currently active. The absence of outbreaks in the home underscores the effectiveness of ongoing infection prevention measures and seasonal preparedness initiatives.

Masking

Universal masking remains optional. Surgical masks continue to be readily available for all staff and visitors. In preparation for the respiratory season, N95 fit-testing clinics were conducted over the past several months, with fit testing also incorporated into staff orientation to ensure readiness.

Vaccination and Seasonal Preparedness

Residents received their annual influenza vaccine in October, and early November. Staff influenza vaccine clinics have been offered daily over the past four weeks, resulting in one-hundred and thirteen staff members receiving their vaccine. Vaccination remains available for staff who have not yet participated. COVID-19 and RSV vaccine clinics are scheduled to begin the end of November. Standard immunizations, including tetanus and Pneumovax, continue to be administered as required.

Hand Hygiene Audits and Resident Education

Enhanced hand hygiene audits have been implemented throughout the home as part of respiratory season preparedness. These audits reinforce best practices, strengthen staff awareness, and reduce transmission risks during peak illness periods.

Last month, RN students contributed significantly to resident education initiatives: they developed informative vaccine pamphlets, an educational display board and provided one-on-one education sessions with residents, answering questions and supporting informed decision-making. These efforts promoted vaccine confidence and engagement among residents.

November 19, 2025



Looking ahead, RN students—supported by the IPAC Lead and the IPAC Hub—are planning: a staff hand hygiene education session using Glow Germ and educational sessions on additional precaution protocols and signage.

Clinical Services Update

Occupancy Targets

Within the home, there are **six empty** beds, indicating an occupancy rate of 97.33%.

	September 30, 2025	October 31, 2025	Year to Date
Discharges *	8	2	54
Admissions	8	5	55

*(Discharges can be related to end of life, and if a resident relocates)

Ontario Health at Home continues to collaborate with the Home to ensure reporting requirements are completed and admissions are secured in a timely manner.

Based on data on the Health Partner Gateway (HPG) Portal for potential admissions, the following individuals show on our waitlist:

	Basic	Private	Individuals on the HPG Portal for STLL
Male	104	43	
Female	133	118	
Total	214	155	369
Crisis Application			34
Spousal Reunification			2
Veteran Priority Access			0

- These numbers may reflect duplicate choices in accommodation, as potential admissions can apply for both Private and Basic accommodation.

Case Mix Index (CMI) – interRAI Platform

Every resident assessment generates a Case Mix Index (CMI). The CMI is used to calculate the amount of funding required to care for the residents based on their current needs. It is important to capture changes in condition and reassess residents to ensure the home is capitalizing on funding opportunities. InterRAI LTCF (The "New RAI" is the successor to the RAI-MDS 2.0 and is a comprehensive, standardized assessment instrument for evaluating the needs, strengths, and preferences of individuals in long-term care settings).

November 19, 2025



Quarter	Case Mix Index (CMI)
April 1, 2025 – June 30, 2025 (Q1) – RAI MDS	1.1351
July 1, 2025 – September 30, 2025 (Q2) - interRAI	Unavailable
October 1, 2025 – December 31, 2025 (Q3) - interRAI	Unavailable
January 1, 2025 – March 31, 2025 (Q4) – RAI MDS	1.1408

Dietary and Nursing Collaboration

The Dietary and Nursing departments have concluded their meetings to discuss changes in the dining rooms related to changes in scheduling of Personal Support Worker staff. On November 17, 2025, the task of pouring beverages at point of service was implemented. This is ensuring residents’ fluids remain at a more palatable temperature to enjoy, with an overall goal of a more pleasurable dining experience for residents at St. Lawrence Lodge.

Additionally, PSW staff will be assigned residents to serve, feed, and/or assist at mealtimes (previously not formally assigned). General Guidelines for PSWs on all shifts have been updated and communicated to all employees in the Home, as these changes may have an impact on others’ routines.

Institute for Safe Medication Practices Canada

The Institute for Safe Medication Practices (ISMP) Canada is a national, independent, and not-for-profit organization that collaborates with organizations, practitioners, consumers, and caregivers to advance medication safety in healthcare settings. ISMP Canada announced that they are continuing to partner with the Ontario Ministry of Long-Term Care, to advance the *Strengthen Medication Safety in Long-Term Care* initiative.

The Home met as an Interdisciplinary team in August, to complete the Medication Safety Self-Assessment for Long-Term Care, through the ISMP Canada. Our overall percentage score was 76% this year. In previous years, our scores were 81% in 2024, 77% in 2023, 72% in 2022, and 67% in 2021.

We plan to meet as a team to review the report in more detail, selecting specific areas to focus on and improve in 2026. The Home will continue to participate in this initiative, to increase our awareness of ensuring safe medication practices, recognizing potential vulnerabilities and opportunities for improvement, and measuring progress over time.



Director@LTC.net Updates

October 9, 2025 - Seasonal Respiratory Illness Preparedness for Long-Term Care Homes 2025-26

Important updates and resources to support long-term care homes' ongoing readiness to respond to surges of respiratory viruses for the upcoming Fall Respiratory Season were released.

The Ministry is anticipating a similar respiratory illness season to 2024-25, with respiratory syncytial virus (RSV), influenza (flu) and COVID-19 circulating over the fall and winter. The Ministry of Long-Term Care (MLTC) continues to work closely with the Office of the Chief Medical Officer of Health (OCMOH) to monitor and assess the risk of respiratory illness in homes and in the community. As we enter the respiratory illness season, homes are asked to continue to strengthen foundational infection prevention and control (IPAC) practices and be prepared to enhance measures if the province enters a particularly high-risk or surge period.

NEW: October 8, 2025 - Ending the temporary exemption for individuals providing personal support services

Communications were released from the Assistant Deputy Minister (ADM) within the Ministry of Long-Term Care's Policy Division, providing information on recent changes to section 52 of [Ontario Regulation 246/22](#) under the [Fixing Long-Term Care Act, 2021](#). These changes primarily affect **resident support personnel (RSPs)** - sometimes referred to as resident support aides, health care attendants, or unit aides - but apply to any staff providing personal support services under the temporary staffing flexibility provision in subsection 52(4).

The Ministry of Long-Term Care (the ministry) has made regulatory amendments to wind down the last remaining flexibility provision introduced during the COVID-19 pandemic to address acute staffing shortages. This temporary provision allowed long-term care homes to hire individuals such as Resident Support Personnel (RSPs) to provide personal support services without meeting the staffing qualifications specified in the Regulation.

Key changes include:

- Extending the temporary staffing flexibility provision that allows a home licensee to not comply with the staffing qualification requirements for providing personal support services from January 1, 2026, to December 1, 2027.
- Introducing a new limit on hiring new people under this flexibility provision after January 1, 2026.



Facility and Equipment Project Update

Generator Maintenance

To minimize heat buildup in the generator room during extended operation, our generator will undergo a muffler wrap of heatproof material, a quinquennial inspection and tune-up. If we experience an essential power loss, our generator will run for ten days on full tank of fuel.

Nurse Call

Devices and displays for the new Nurse Call Bell system have been installed and are operating as intended, apart from the original Wander Guard system. The Wander Guards are still operational on the outdated system. The new Wander Guard equipment will be installed and functioning by the end of the month.

Television Service

There was an ongoing channel reception issue with residents' digital television, the system has been thoroughly reviewed, and some equipment was replaced. We will continue to monitor and work to resolve any further issues promptly if they arise.

Code Green

On October 29, 2025, we hosted our annual Code Green Evacuation event. We had eighteen residents, and twelve student proxies from the Catholic District School Board who participated in the event. This year, the event was held on the second floor in our Birch resident home area. We completed the drill in eleven minutes and twenty-one seconds. Up twenty-one seconds from last year, but well below the recommended time of forty-five minutes.

Additionally, we are preparing for the fire department's annual inspection of the facility in the coming weeks.

A handwritten signature in black ink that reads "Lisa Harper". The signature is written in a cursive, flowing style.

Lisa Harper RN BScN, MN
Administrator