

***LONG TERM CARE:  
YOUR GUIDE TO ACCESSING AN EASTERN  
HEALTH LONG TERM CARE FACILITY***



Eastern  
**Health**

NOVEMBER 25, 2021  
LONG TERM CARE PROGRAM  
<https://ltc.easternhealth.ca/>



[www.easternhealth.ca](http://www.easternhealth.ca)

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## ***LONG TERM CARE SERVICES***

Long Term Care (LTC) facilities provide care for individuals who require moderate to total assistance with activities such as feeding, bathing and walking. They are often called Nursing Homes. Within Eastern Health, there are thirteen (13) LTC facilities that are located throughout the Eastern Health region including the Avalon, Burin and Bonavista peninsulas. There are two (2) Protective Care Community Residences, one is located in Clarenville and the other is located in Bonavista. They provide specialized care and accommodations for individuals with varying levels of dementia. Eastern Health also has a partnership with Chancellor Park Long Term Care facility. Please click on link to <https://ltc.easternhealth.ca/about-us/long-term-care-sites/> for a list of LTC facilities.

Our services are based on a number of partnerships and affiliations. Included in the LTC facilities, Eastern Health operates beds at The Caribou Memorial Veterans Pavilion located at the Leonard A. Miller Centre in St. John's. Access to these beds for qualifying veterans is facilitated by Veterans Affairs Canada. When use of these beds is not required for the care of veterans, use by nonveterans will be arranged by Eastern Health, LTC program.

Some LTC facilities have special units. These units provide a safe environment for residents who may be at risk of getting lost if they leave the unit or the LTC facility unaccompanied. Admission to these units will only be for those residents who require this type of service.

- Some wanderguard units are locked units and others are bracelet systems where residents wear a bracelet which triggers the door to lock and sets off an alarm to let staff know when they are near an exit.
- A protective care unit has a coded lock on the door to prevent residents from leaving. Family members and visitors may have access to this code. Many resident rooms on these units have locks in certain areas such as cupboards, bathrooms and clothing closets to prevent residents from accessing items that could be dangerous to them.

## ***APPLYING FOR ADMISSION TO A LTC FACILITY***

If you live in the community and need assistance with your care, you or your family should call the Eastern Health community health office in your area. For office listings see your telephone book or visit the Eastern Health website ([www.easternhealth.ca](http://www.easternhealth.ca)) to view the telephone list under the contact tab.

If you are in a hospital and require placement in a LTC facility, the hospital social worker will assist you with the application process.

If you are in a Personal Care Home or a Community Care Home, your case manager will assist you with the application process.

## ***PREPARING YOUR APPLICATION***

When you apply for placement in a LTC facility it is important to have all of the required documents available including:

- Current MCP card
- List of all current medications
- Social Insurance Number
- Private Insurance Information

A social worker or nurse will meet with you and/or your family to complete an assessment, also known as your application, to determine your care needs. They will discuss your care options with you based upon the outcome of this assessment. Your physician will need to complete a medical report and arrange for a chest x-ray and other screenings if required to complete the application.

Prior to selecting your preferred LTC facility on the application, you and/or your family are encouraged to arrange a facility visit or virtual tour with the LTC social work team.

There is no guarantee your preferred facility will have a vacancy for you when you need it. You may be offered placement at another facility with the possibility to move to your preferred facility when a vacancy is available.

Your assessment/application is reviewed by an Eastern Health Placement Services Coordinator. If your application for admission is approved, you will be placed on a waitlist until a vacancy is available. If your application for admission is not approved, the nurse or social worker will discuss other service options available to you.



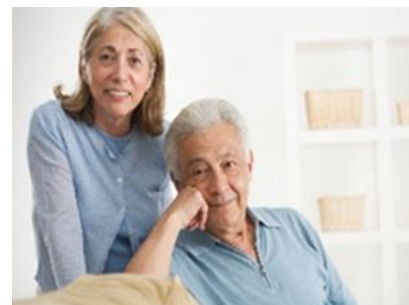
The nurse or social worker who completes your assessment/application will let you know if you have been approved for placement or waitlisted for a LTC facility. You will also receive a letter from Placement Services when your name has been added to the waitlist.

## ***PREPARING FOR DECISION MAKING***

Before your admission, we encourage you to discuss your preference for personal care, medical treatment, health care services and financial matters with your family. Additionally, we strongly recommend you appoint a substitute decision maker (SDM), a power of attorney and complete an Advanced Health Care Directive (AHCD).

An AHCD is a written statement of your health care wishes. Within the AHCD it will name who you wish to be the SDM. An AHCD is only used when you are unable to communicate your health care wishes.

A power of attorney is a written legal document naming the person(s) you wish to act for you in relation to financial matters. If you become mentally incapacitated, your enduring power of attorney (EPOA) would need to manage your affairs when you are no longer able. We encourage you to see a lawyer to discuss your wishes regarding your financial matters.



While not required, we strongly encourage you to explore the option of arranging a pre-paid funeral contract. Preplanning allows you to determine your wishes so your family and your care team are aware.

### ***COMPLETING YOUR FINANCIAL ASSESSMENT***

Once you move into a LTC facility, a financial assessment will be completed to determine if you qualify for financial assistance.

When you complete the financial assessment you will need:

- Birth certificate
- Social insurance number
- Private drug insurance information
- Most recent Notice of Assessment (obtained from Canada Revenue Agency)
- Original power of attorney, enduring power of attorney or legal guardianship if completed

### ***ACCEPTING A PLACEMENT OFFER***

Admission to a LTC facility is based upon:

- Your level of care which is determined by the care and services you require
- The facility's ability to meet your care needs

While every effort is made to offer you a vacancy in your preferred facility, it is not always possible due to the following:

- Your preferred facility may not have the right vacancy available when you need it, while another facility does.
- Your preferred facility may not be able to provide the type of care you need. For example, protective care is only available in some facilities.
- You may be offered a bed that meets your needs even if it is not your facility of choice.
- You may request a transfer to your preferred facility once you are admitted.

## **Available Accommodations**

LTC facilities have private and shared rooms. Private rooms are assigned based on care needs. If you prefer a private room, you can make a request with your social worker.

You may have to share a room with other residents, staff will try to match you with someone suitable. If you and your roommate are not well-suited, you may ask for a room change. It is always best to discuss roommate issues with staff.

## **PLANNING YOUR MOVE TO A LTC FACILITY**

We understand moving to a LTC facility is a big change in your life. Once you have accepted accommodations in a LTC facility, you will need to prepare for the change. Sometimes this can happen very quickly and the LTC program has prepared information to help you on your journey including *Your New Home in Long Term Care – A Resident and Family Handbook*.

## **Move-in Day**

### **Information you will need to bring your first day:**

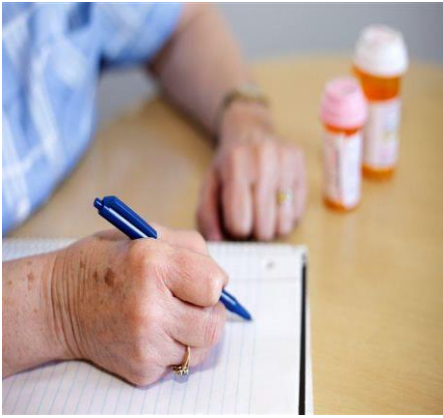
- MCP Card
- Advanced Health Care Directive if you have one completed.
- List of medications from your pharmacy or the facility you are coming from
- If you are coming from your home bring your pills with you for staff to review
- List of over the counter drugs if you take any
- List of telephone numbers for people you would like contacted in case of an emergency
- Birth Certificate

## **LTC Facility Visit**



You or your family may be provided an opportunity to visit the LTC facility before move in day. During this time you may:

- Be asked to complete some paperwork
- Be able to bring in some clothing and personal items labelled with your full name. This includes items such as your dentures, eyeglasses and hearing aids. If your clothing is not labelled, please notify the care team



If you or your family were not provided an opportunity to visit the LTC facility before move in day:

- Plan to have a family member stay with you while you settle in. If you arrive late in the evening plan for your family member to come the next day. During this time you and your family will meet with staff to help us better understand your needs and complete needed paperwork
- Ensure your clothing and personal items are labeled vabefore putting your clothes in your closet. If your clothing is not labelled, please notify the care team

### **Clothing Suggestions**

The following list may help you decide what clothing to bring with you on moving day

<b>Clothing</b>
• 6 day outfits (dresses, tops/shirts, pants/trousers)
• 2 housecoats
• 5 changes of nightwear (nightgowns, pajamas)
• 2 sweaters/cardigans
• Under garments (3 bras, 10 pairs of underwear)
• 10 pairs of pantyhose/socks
• Miscellaneous (aprons, belts, suspenders)
• 2 pairs of shoes (flat, non –slip)
• 2 pairs of slippers (non- slip/enclosed foot)
• Seasonal outerwear (coat/jacket/boots, hat)

- Clothes should be appropriate for machine washing and drying
- Open back clothing may be helpful if you have trouble with some movements
- Only bring clothes that are in season since closet and dresser space may be limited
- Laundry is provided in your new home