

4.4 Resident and Family Quarterly Report:
4.5 Quality Improvement Report (quarterly):
4.6 MOH/RHRA Inspection Reports: Director’s Order (August 22, 2022) and Vision CEO and Administrator Response (Sept. 2, 2022)
4.7 Education: <ul style="list-style-type: none"> • Safety and Hot Weather Tips (May annually):
4.8 Family Council President Nomination (First meeting of the year): Looking at doing this in June for the following year.
4.9 Family Council Staff Assistant Approval (First meeting of the year): Looking at doing this in June for the following year.
4.10 Request for attendance of Admin Team for next meeting (Each meeting):
4.11 Annual Contract Review: (First meeting of the year)
4.12 Review of Resident Satisfaction Survey (Second meeting of the year)
5.0 Round Table:
6.0 Date of Next Meeting: November 16, 2022
7.0 Closing

Copy to Administrator, CEO, Team members



DATE:

Dear,

On behalf of the Family Advisory Council at Vision Nursing/Rest Home, I would like to welcome you and your loved one and offer our support.

The **Family Advisory Council (FAC)** at Vision was established in 1997. The purpose of the FAC is to provide education and support to the family or resident of Vision and to communicate recommendations on behalf of the family or resident to the home's management.

In addition, we make a sincere effort to encourage and promote open, uninhibited communication between family and residents and Vision staff and administration.

Attached, you will find a sheet on "Tips on Visiting Your Loved One" while they are living at Vision. We hope you find this to be a useful resource.

If you or your loved one requires our support or if you would like more information or interested in joining Family Council please contact Chairperson of Family Advisory Council, Debbie Krukowski at etravelnut@gmail.com. Alternately, you may contact the Kerri Hill, Program Services Manager, at 519-336-6551 ext. 7179 or khill@vision74.com.

Finally, please be informed that the residents of Vision Nursing Home and Vision Rest Home respectively, each have a **Resident Council** to which your loved one will be invited to attend in order to have a voice regarding their care and lifestyle while at the home. Inquiries regarding the Resident Council can be directed to the Recreation staff at Vision.

Yours Sincerely,

Debbie Krukowski
Chairperson, Family Advisory Council

Kerri Hill
Family Council Assistant

KH/ED

"Treat others as you would want to be treated"



VISION FAMILY COUNCIL

LONG-TERM AND REST HOMES

EIGHT GOOD REASONS FOR GETTING INVOLVED

- 1) Keeps you informed of what is going on at the facility.
- 2) Gives you input into decisions and changes in the facility that may affect your family member.
- 3) Enables you to identify residents' needs that can be met through organized effort.
- 4) Gives you an opportunity to voice your concerns and become a more informed and effective advocate.
- 5) Gives you an opportunity to meet other families.
- 6) Gives you support and understanding through shared experiences with other families.
- 7) Provides education through guest speakers and films and the opportunity to learn more about the care environment.
- 8) Gives you an opportunity to use your experience, skills, interests and talents to benefit all residents.

HOW MUCH TIME WOULD I HAVE TO COMMIT?

Vision Family Council meets on the 4th Wednesday of September, November, January, March and May. Most of what a family council does is accomplished during the regular meetings through discussions and planning. Individual members may take on added tasks that interest them or are a part of a special project.

Membership in the family council fluctuates and changes, as would be expected, which means that there is always a need for participation from new families.

For more information, please contact:

Debbie Krukowski, Chair Family Council – etravelnut@gmail.com

Kerri Hill – Staff Assistant (Vision Program Service Manager) - khill@vision74.com

VISION FAMILY COUNCIL

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TERMS OF REFERENCE

“The Family Council is our families’ and friends’ voice when it comes to improving the quality of life at Vision.”

The Family Council is an organized, self-led, self-determining, democratic group composed of family and friends to the Vision residents. A staff member, appointed by the Home, assists the Council and attends meetings on request. The Council is dedicated to improving the quality of life of all residents through support, education and communication and acts as liaison between families, staff and management to promote the health, welfare and happiness of all residents.

PHILOSOPHY

We believe in, and agree to provide, respectful and caring support for families and friends of residents of Vision and to provide a safe environment and knowledgeable forum for families.

Throughout this document the word family/families will be used to describe any person involved in a supportive relationship with a resident of Vision.

PURPOSE

- To work to improve quality of life of all residents
- To act as advocates to assure quality of care of all residents. A Family Council handles group concerns, not individual concerns. Family members with specific concerns should speak to staff and administration.
- To provide support for families of residents
- To provide a forum for discussion and decision-making regarding concerns and complaints and take action as necessary, maintaining confidentiality at all times
- To make recommendations to Administration on matters concerning the well-being of all residents
- To provide educational opportunities for families to enhance the understanding of the experience of residents in care
- To participate and provide input on development of policies, accreditation, and special programs when asked by Administration
- To act as a source of information and referral for families
- To promote a positive attitude toward aging and the role of residents’ families.

MEMBERSHIP

- Membership is open to all family members, friends and residents’ representatives who wish to participate in the decision making process on matters affecting the daily lives of residents. The family council will liaise with the administration of Vision who will act as a resource at the request of the family council.
- Eligibility for membership requires that a person be actively involved in a supportive role of a resident of Vision.

“Treat others as you would want to be treated”

ELECTION OF OFFICERS

- Election of the (chair/president) and (vice chair/president) will take place on a biennial basis in May. If a situation arises where one of the officers resigns or can no longer fill his/her position an interim officer will be appointed for the balance of the term of office.
- Each member will be entitled to one (1) vote for the purpose of decision-making.
- The following officers will be elected for a two-year term, which begins on September 1:
 - ♣ Chair
 - ♣ Vice chair
 - ♣ Secretary
 - ♣ Treasurer (if required)

MEETINGS

Meetings will be held on the 3rd Wednesday of September, November, January, March and May. Subcommittee meetings shall be held as deemed necessary by council members.

QUORUM

Quorum will consist of five members eligible to vote, representing a minimum of four residents.

MINUTES AND AGENDA

Minutes, along with the agenda for the next meeting, will be distributed to all family council members. They will also be available in the lobby.

PROCESS

Issues and concerns of family members may be presented to the Family Council. A motion will be required and must receive a simple majority vote of those in attendance in order to be forwarded to Vision Administration. It will be the role of the Chairperson to present all issues and concerns approved by Family Council to the Administration.

SUPPORT AND LIAISON

The Staff Assistant will provide support and liaison to family council. They may attend and participate in meetings of Council, but do not vote.

AMENDMENTS

Amendments may be made to these Terms of Reference at any regular meeting of the Council, by a 2/3 vote providing the suggested changes have been read at the previous meeting.



Family Council Meeting – July 2022

“Treat others as you would want to be treated”