

VICTORIA HALL

ADMISSIONS PROCEDURE

Tour Victoria Hall, stay for dinner to meet some of the residents and sample the menu (only \$5.00 per person) and obtain the forms necessary to apply for admission as a resident. Applicants must be 55 years of age or older, mobile, able to carry out daily personal care with supports, and in relatively good health. The Hall is a **non-smoking** residence; no applicant who smokes can be accepted. It is important to note that Victoria Hall is a private, non-profit, heritage residence for senior women, not a nursing home.

Complete all forms if you wish to proceed with an application for residency. The medical information release form allows the Care Services Supervisor at Victoria Hall to contact the applicant's family physician if required. To ensure that the array of services at Victoria Hall is appropriate to the needs of the applicant, their physician must complete the health assessment form. Please supply a copy of documents, such as a Living Will and Power of Attorney. Contact the administrator to request an admissions interview.

The Committee of Management at Victoria Hall has the right and responsibility to set policy and oversee the operation of the Hall. Only applicants who meet the physical and mental health requirements set by the Committee will be admitted. The admissions interview will include a Committee member, the Care Services Supervisor, the applicant, as well as any a family member or friend they select to accompany them. The interview provides an opportunity for those present to exchange information and ask further questions. For example, Victoria Hall requires the names and addresses of two persons (one is Power of Attorney) who will act as guarantors and an emergency contact on the resident's behalf.

EXPENSES

Rent: For those entering the Hall through the year, please give the administrator post-dated cheques for the remaining months of that year. On December 1st, please provide 12 rent cheques, post-dated for the first of each month of the upcoming year. The rent is set annually by the Committee of Management of Victoria Hall. Residents are given three months written notice prior to any rate change.

Residence Fee: There is a one time fee of \$400. at the time of admission; it contributes toward the costs associated with refurbishing and moving rooms.

Pharmacy Account: Due to the need to properly manage medications dispensed at Victoria Hall, all prescriptions must be submitted to Forest Hill Drug Mart. Medications for residents are delivered to the Hall in cello packs with each resident's name and medication information inscribed. All of these medications are checked again and dispensed by a supervising LPN with pharmacology training. By prearrangement with the resident, pharmacy invoices will be sent directly to the resident, the primary family contact, or a guarantor, as agreed, for payment.

Petty Cash: To arrange for small purchases and payment of minor expenses such as the on-site hair dresser, blood work, foot care, personal shopping, etc., it is recommended that the resident set up a petty cash account at the administration office. Normally this account will start with a balance of \$100. to \$200.

in \$5.& \$10.bills to lessen the need for making change. The Food Services Supervisor advises the resident or family when funds are low.

Valuables: To cover the value of furnishings and any very valuable personal property, it is recommended that residents carry a tenant's insurance policy. Victoria Hall is not responsible or liable for lost or damaged property of residents.

Joint Bank Account: Family members and guarantors are advised to set up a joint bank account with the new resident to ensure that all expenses will be paid.

Telephone, Newspaper, & Cable T V: If residents wish to subscribe to any or all of these services, they must set up an independent account to be billed in their own name, whether the invoices are sent to the resident or to the guarantor. Alternatively, residents are welcome to watch cable TV in any of the lounges and to use the telephone (sorry, no long distance calls) in the booth by the dining room.

Rooms & Services

Moving Rooms: If a resident's care needs increase over time, they may be moved to the second floor to be closer to the care staff. The Care Services Supervisor will consult with the resident and family when a move is considered advantageous. Staff will assist in making the move as smooth as possible.

Private Care Services: Victoria Hall supplies an array of services and activities appropriate to support residents in remaining as independent as possible. As residents age and may need more care or have other difficulties living in a residential setting, the Care Services Supervisor can assist families or guarantors in contacting private agencies to supply additional care services. Whether for short or long term, fees incurred for these services are the responsibility of the resident or their guarantor.

Departures: Close communication between the family or guarantor and Victoria Hall staff will support and reassure the resident should a time come when a move to more suitable accommodations is required. Upon leaving Victoria Hall, residents must give one month notice in advance and pay any outstanding rent and other expenses (such as hairdressing, foot care, pharmacy, etc.). **To prevent family members from making frequent trips to the Hall to retrieve mail, please arrange with the post office to have mail forwarded to the new address.**

We hope this information has been helpful in describing the admissions procedure for Victoria Hall. If any questions remain unanswered, please contact the administrator:

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