

THE CORPORATION OF THE CITY OF CORNWALL

Request for Proposal 21-P05 Physiotherapy Services for the Glen Stor Dun Lodge

Appendix A – Terms of Reference

Background

The City of Cornwall invites Proposals from qualified Proponents to provide Physiotherapy Services for the Glen Stor Dun Lodge, 1900 Montreal Road, Cornwall, Ontario.

The Glen Stor Dun Lodge is a home for the aged for 132 residents overlooking the banks of the St. Lawrence River.

Primary Responsibilities

The primary responsibilities for the Physiotherapist are as follows:

1. Adherence to the Ministry of Health and Long Term Care standards, the Regulated Health Professions Act 1991, Health Insurance Act 1990, Occupational Health and Safety Act, Canadian Physiotherapy Association and College of Physiotherapists of Ontario standards of practice, and pertinent policies of the Glen Stor Dun Lodge.
2. Active participant on relevant committees, as determined by the Corporation, including, but not limited to Fall and Least Restraint Program, Wound Care, Nursing Rehab, Pain Management, Restorative Care, Professional Advisory Committee, Continuous Quality Improvement, Accreditation and other professional practice.
3. Available at a minimum, 32 hours monthly for Physiotherapy and/or consultations/assessments at the Lodge with resident/family and as required by the Corporation.
4. Participate in the Homes' quality management programs as required by the Corporation, including, but not limited to, a monthly service utilization record.
5. Assess educational needs of Lodge staff and conduct education program to PSW, RN/RPN, Physiotherapy staff and Recreation staff to enhance program function. (safe lifting, transfer, back care, etc.)
6. Provide wheelchair and 4-wheel walker assessment, application to ADP, liaise with family and suppliers for equipment needs.

The Physiotherapy Scope of Service: (see attached MOHLTC LTCH Physiotherapy Funding Policy, section 3)

1. Provide elective Physiotherapy services (s. 9 of the LTCHA 2007) to the residents of the Glen Stor Dun Lodge;
2. Provide organized program of rehabilitation services that includes but not limited to admission assessment, care planning, implementation and evaluation. All programs are coordinated with the in-house physiotherapy/restorative service and conducted by Physiotherapy Assistants and in-house staff;
3. Document in Point Click Care (PCC) all assessments, progress notes and care plans, quarterly and annual reviews and other incidental events such as change in health status according to RAI-MDS process and timeline;
 - a) Review referrals in Point Click Care.
 - b) Complete progress notes on weekly update of resident program.
 - c) Review and document in PCC, bi-annually, therapy progress of resident with POA.
 - d) Participate in 6 week's admission and annual care conferences.
4. Provide equipment and supplies necessary to carry out prescribed activities. This includes but not limited to:
 - a) Clinical supplies such as musculoskeletal supports, tapes, gym balls, exercise band & tubing, weights, braces, hot wax, cold compress, hydroculator and hot packs.
 - b) Electrotherapy such as ultrasound and TENS.
 - c) Exercise equipment such as recumbent bikes (3), multi-gym, Platform walker, portable stationary bike. All pieces of equipment are to be maintained to a high standard by the Proponent, and are to be inspected on a regular basis.
 - d) Maintain wheelchair and walker inventory.
5. Conduct an annual satisfaction survey with RNs, RPNs, nursing supervisors, physicians and Supervisor of Resident Services and provide summary results as well as a follow up action plan to the Glen Stor Dun Lodge;
6. The successful Proponent must ensure that each qualified Physiotherapist(s), Occupational Therapist and Physiotherapist Assistants and their replacements thereafter prior to the

commencement of work must:

- a) have a current Police Reference Check and Vulnerable Sector Screen (within the last three months)
 - b) have a current Tuberculosis Testing (in last year) and
 - c) be in good standing with their governing colleges;
 - d) have annual flu shot/
 - e) Covid-19 vaccine
 - f) be mask fit tested for N95
 - g) Receive training on Infection Prevention and Control
 - h) Must attend annual mandatory education and training as per the Ministry of Health and Long Term Care Act.
7. The Proponent will be required to provide qualified Physiotherapist(s), Occupational Therapist and Physiotherapist Assistants to cover periods of vacation and absences beyond five working days;
8. On commencement, the Proponent will provide general orientation and information to the Lodge regarding service to be provided and schedule of working hours.
9. Must have a company provided uniform with name tag.

Proposed Project Schedule

Item	Date
Issue of RFP	March 23, 2021
Deadline for Questions	April 6, 2021
Deadline for Submission	April 19, 2021
Award of RFP	May 25, 2021
Contract Commencement	July 1, 2021

Note: although every attempt will be made to meet dates as listed, the Corporation reserves the right to modify any or all dates at its sole discretion.