

## Apotex Admission Checklist

The following list was designed to assist you in preparing for a move to the Apotex Centre. This list summarizes the important things to do before, during and after the move. For more details, please refer to the *Apotex Centre, Jewish Home for the Aged Resident's Handbook*.

Timing	Action Items	Additional Information
Before the move	<input type="checkbox"/> <b>Schedule a meeting with Baycrest's Client Financial Department.</b>  <input type="checkbox"/> <b>If needed, order a telephone and cable television at the meeting with the Financial Department.</b> ( <u>Form is attached if you wish to fill it out in advance.</u> )	<ul style="list-style-type: none"> <li>• Before you move to the Apotex Centre, contact Baycrest's Client Financial Department to schedule a meeting to discuss billing and payment (usually scheduled in the afternoon on the day of admission).</li> <li>• You can schedule a meeting in the Baycrest's Financial Department by calling <b>416-785-2500, ext. 2286</b></li> <li>• Please note: Your accommodation fee does not cover the cost of assistive devices, equipment prescribed by the care team, consultants and uninsured services. However, these costs may be covered under government programs or through your own private insurance plan. Also, please be aware that some medications are not covered by the Ontario Drug Benefit Formulary.</li> </ul>
Before the move	<input type="checkbox"/> <b>Prepare the advance directives and power of attorney.</b>	<ul style="list-style-type: none"> <li>• These important legal documents reflect the person's wishes about medical treatment, personal care and financial decision-making in case he or she is no longer able to make these wishes known to family members or care providers.</li> <li>• Power of Attorney information is collected by the Finance Department at the time of admission.</li> </ul>
Before the move	<input type="checkbox"/> <b>Prepare a contact list with your and/or your family's, telephone numbers and email address for communications, and always keep it updated.</b>	<ul style="list-style-type: none"> <li>• You or your family should let the unit clerk know when relatives' phone numbers (at home or work) change.</li> <li>• If the name of your contact person changes - either for a short period of time or permanently - the care team should also be informed right away.</li> </ul>
Before the move	<input type="checkbox"/> <b>Social worker will call you to discuss the move and to discuss the process to register designated caregiver(s)</b>	<ul style="list-style-type: none"> <li>• Designated caregivers must be registered by the resident's substitute decision maker</li> <li>• Your social worker will assist you with the registration process</li> </ul>
Before the move	<input type="checkbox"/> <b>Prepare the suitable additional furniture, if you would like to bring any.</b>	All rooms in the Apotex come furnished with: <ul style="list-style-type: none"> <li>• an electric bed</li> <li>• a bedside table</li> <li>• two chairs</li> <li>• a wardrobe consisting of drawers and a closet</li> </ul>

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		<p>The top drawer and a cupboard can be locked, and a key is provided on request.</p> <p><b><u>If you wish to bring any additional furniture, we recommend you to limit the size of the items to the following:</u></b></p> <ul style="list-style-type: none"> <li>• Small dresser (36" L x 20" W x 48" H)</li> <li>• Chair: lazy boy size or smaller (Environmental Services not responsible for cleaning)</li> <li>• Sofa: two-seater only (48" L x standard depth of no more than 3')</li> </ul>
<b>Before the move</b>	<p><input type="checkbox"/> <b>Prepare suitable electrical appliances that you wish to bring.</b></p> <p><input type="checkbox"/> <b>Make sure these electrical items were not purchased outside Canada.</b></p>	<ul style="list-style-type: none"> <li>• <b><u>Appliances allowed at Baycrest:</u></b> Floor or table lamp, small fridge, TV on stand no more than 37" or wall cabinet size (24" x 32" space), DVD, CD player, personal computer or laptop, small fan, electric shaver, radio, clock and hairdryer. All items will be inspected by a Baycrest electrician upon arrival and must meet CSA/ULC (Canadian Standards Association) compliance. Consequently, electrical items purchased outside Canada cannot be used at Baycrest. Wall-mounted TVs to be installed by resident's family</li> <li>• <b><u>Appliances not allowed at Baycrest:</u></b> Toaster, iron, microwave, coffee maker, baseboard heater, crock pot, slow cooker, BBQs, kettle, toaster oven or hot plate.</li> </ul>
<b>Before the move</b>	<input type="checkbox"/> <b>Prepare the assistive devices you will need.</b>	<ul style="list-style-type: none"> <li>• Any assistive devices (e.g. raised toilet seats, transfer pole) will be assessed by Occupational Therapy or Physiotherapy and will be installed in the resident's room by Baycrest staff if needed.</li> </ul>
<b>Before the move</b>	<input type="checkbox"/> <b>Prepare the items to personalize the Resident's Room.</b>	<p>Listed below are some suggestions on personalizing the room. If time and schedule allow, the resident or his/her family are free to come in and see their room prior to moving in. The following are items will make the room feel more like home:</p> <ul style="list-style-type: none"> <li>• Photographs, pictures/paintings to hang on the wall</li> <li>• Personal mementos and photographs for the display case in front of the resident's room</li> <li>• Photo albums or digital photo frame</li> <li>• Family videos, favorite movies, music CDs, books, etc.</li> <li>• Plants</li> <li>• Clock and calendar</li> <li>• Hangers for clothing (not supplied by Baycrest)</li> <li>• Comforter/blanket/bedspread</li> <li>• For appliances and furniture, see above sections</li> </ul>

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	<input type="checkbox"/> <b>Prepare the clothes and personal items.</b>  <input type="checkbox"/> <b>Make sure all clothing is wash and wear and all footwear is non-slip and non-marking.</b>	<p><b>SUGGESTED CLOTHING LIST</b></p> <ul style="list-style-type: none"> <li>• Wash and wear style clothing is best for Baycrest residents as our linen and laundry service utilizes industrial washers/dryers and strong cleaning detergents.</li> <li>• We recommend that residents have at least a 7 day supply of washable-dryable clothing.</li> </ul> <ul style="list-style-type: none"> <li>- 5 to 10- Pants</li> <li>- 5 to 10- Dresses for women (back open for w/c bound)</li> <li>- 18 - Underwear-cotton wash and wear)</li> <li>- 5 to 10 - T-Shirts (undershirts)</li> <li>- 12 - Shirts- polyester blend</li> <li>- 6 - Sweaters - acrylic knit</li> <li>- 12 -Pairs of socks-cotton</li> <li>- 12 -Pantyhose</li> <li>- 12 - Pairs of knee highs</li> <li>- 1 - Robe (warm, knee length)</li> <li>- 2 - Outfits for special occasions</li> <li>- 2 - Belts or suspenders (preference)</li> <li>- 2 - Pairs of shoes</li> <li>- 2 - Pairs of slippers (washable)</li> <li>- 2 -Hats (1 for summer and for winter)</li> <li>- 5 - Ties</li> <li>- 2 -Blazers</li> <li>- 2 -Jackets</li> <li>- 1- Winter coat</li> <li>- 2- Track suits</li> <li>- 4- Night gowns</li> <li>- 4 - Pajamas (if preferred)</li> </ul> <p><b>TOILET KIT:</b></p> <ul style="list-style-type: none"> <li>- Toothbrush and toothpaste</li> <li>- Body wash and lotion</li> <li>- Shampoo</li> <li>- Deodorant</li> <li>- Denture cleaner, denture adhesive, toothpaste</li> <li>- Hairbrush</li> <li>- After shave (preference) for men</li> <li>- Electric razor (preference)</li> <li>- Cosmetics (preference)</li> <li>- Box of Kleenex</li> <li>- Scent free detergent and softener (if required for washer/dryers located on each floor)</li> </ul>
<b>Before the move</b>	<input type="checkbox"/> <b>Label personal items with resident's name.</b>	<ul style="list-style-type: none"> <li>• Glasses, hearing aids, prosthesis, walkers, toiletries and clothing.</li> <li>• Labeling of clothing is done by Baycrest at no charge.</li> </ul>

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	<input type="checkbox"/> <b>Send clothing to the Linen Department for labeling.</b>	<ul style="list-style-type: none"> <li>• Our Linen and Laundry Department provides laundry service twice a week at no charge. All clothing and personal items <u>MUST</u> be labeled to ensure prompt return after laundering or in case they are misplaced. Baycrest offers a free labeling service.</li> <li>• Clothing should be sent to the Linen Department before admission, if possible, or on the day of admission or when new garments are purchased.</li> <li>• It can take up to 5 business days to label a new resident's clothing.</li> <li>• Our floor team members will provide the resident or his/her family member with the laundry form to complete, which should go together with the clothing that the person wants to label.</li> <li>• Clothing must be clean and packed in clear plastic bags, which staff will provide.</li> <li>• Please contact your social worker for more information.</li> </ul>
<b>Before the move</b>	<input type="checkbox"/> <b>Prepare all the medications you take, including over-the-counter pain medication, vitamins, herbal remedies, creams etc.</b>  <input type="checkbox"/> <b>Prepare a list of all these medications.</b>	<ul style="list-style-type: none"> <li>• After moving in, all your medications, including prescription and non-prescription drugs, must be obtained through our contracted pharmacy, Rexall. This is in accordance with legislation. Rexall will send you a bill on a monthly basis.</li> </ul>
<b>Before the move</b>	<input type="checkbox"/> <b>Choose a mover (if required).</b>	
<b>1 day before the move</b>	<input type="checkbox"/> <b>If you are going to use a large commercial moving van, call the Receiving Department at ext. #2078, 24 hours before move in to notify them that loading dock access is required for your mover.</b>	<ul style="list-style-type: none"> <li>• The loading dock is for a large commercial moving van, not for consumer truck/SUV.</li> </ul>
<b>On the admission day</b>	<input type="checkbox"/> <b>Your social worker will call you to provide the details of the time of arrival and the admission process on your floor.</b>	<p>The hours for moving into the Apotex are Monday to Friday, from 8 a.m. - 4 p.m. The exact time of admission and process may vary by floor. Your social worker will call you to provide more information.</p>
<b>On the admission day</b>	<b>Parking</b>	<p>Our main parking lot is an automated park and pay system. Visitors can use the system to purchase parking at a daily flat rate of \$14. Monthly and multiple-day passes are also available. Limited 30-minute free parking spaces are available for drop-off/pick-up, located next to the Apotex</p>

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	<p><input type="checkbox"/> <b>If you arrive by car, use the automated park and pay system.</b></p>	<p>entrance.</p> <p><b>Paying with Coins:</b>  Insert coins to add desired time. (If coins are needed, change machines are available inside Baycrest.)  Press the <u>GREEN</u> button to print ticket.  Display ticket on dashboard with time visible.</p> <p><b>Paying with Credit Card:</b>  Insert credit card  Press <u>BLUE</u> button to add time.  Press <u>GREEN</u> button to print ticket.  Display ticket on dashboard with time visible.</p> <p>If there are any issues with the machines, you can use the help stations (there are 3 in the main lot) to contact the information desk. Or report directly to Security desk located at the Khedive or Bathurst Street entrances.</p>
<p><b>On the admission day</b></p>	<p><b><u>Accessibility:</u></b></p> <p><input type="checkbox"/> <b>Inform your social worker if a <u>wheelchair</u> is needed.</b></p> <p><b><u>Furniture &amp; Furnishings Move-In Flow:</u></b></p> <p><input type="checkbox"/> <b>To have the <u>elevator placed on "service"</u> on the move-in day, call Communications at Ext. #2130.</b></p> <p><input type="checkbox"/> <b>If you need a <u>mover's trolley</u>, please contact the social worker responsible for the admission.</b></p>	<ul style="list-style-type: none"> <li>• <b>Wheelchairs</b> are available for transportation purposes. Please inform your social worker if one will be needed.</li> <li>• They will send security over to do this. The telephone is located at the information desk by the main entrance of the Apotex.</li> <li>• A mover's trolley is located on the second floor of the Apotex near the elevators. When transporting items upstairs on the trolley, the elevators (north elevators) situated at the far end of the Winter Garden/ Café should be used.</li> </ul>
<p><b>On the admission day</b></p>	<p><input type="checkbox"/> <b>Meet the care team.</b></p>	<p>On the day of admission a nurse, personal support worker, pharmacist and dietician will drop by to introduce themselves and meet the resident to find out about medications, general health and dietary needs. Generally, they will come in the morning.</p> <p>There will be a more detailed health history and a head-to-toe examination done during the first 24 hours.</p>

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<b>On the admission day</b>	<input type="checkbox"/> <b>Meet a Baycrest electrician to inspect your electrical items.</b>	A unit clerk will arrange your appointment with a Baycrest electrician on the admission day. All electrical items will be inspected by a Baycrest electrician upon arrival and must meet CSA/ULC (Canadian Standards Association) compliance. Consequently, electrical items purchased outside Canada cannot be used at Baycrest.
<b>Next steps after the move</b>	<input type="checkbox"/> <b>Redirect mail.</b>	The resident / POA (Power of Attorney) needs to inform the community post office and other institutions to redirect mail to: Apotex JHA, indicating their room number, 3560 Bathurst St, Toronto, On, M6A 2E1.
<b>Next steps after the move</b>	<input type="checkbox"/> <b>Connect with family mentor volunteers.</b>	Our family mentors have had a similar experience of moving someone into the Apotex. They are able to relate to your concerns and are available to support you through this transition. You will receive a call from one of our mentors around the time of admission. You may find out more about this program by sending an email to: FMFacilitator@baycrest.org
<b>About 6 weeks after admission</b>	<input type="checkbox"/> <b>Post-Admission Meeting with the care team.</b>	About six weeks after admission, the unit clerk will arrange a meeting for you and your family members to meet with the care team to talk about how well you are adjusting.  However, please remember that it is important for us to address your concerns promptly. If you have any concerns you about your health, please speak to the nurse or manager right away (do not wait for this meeting).
<b>About 6 weeks after admission</b>	<input type="checkbox"/> <b>Meet with the physiotherapist if necessary.</b>	The physiotherapist (PT) helps residents maintain or improve their highest possible level of physical mobility and functioning by providing expert assessments, consultation and/or treatment. <b>You may be assessed soon after admission</b> to establish baseline mobility levels and to determine whether follow up is necessary.

**Apotex Handbook:** To read more about Apotex policies and services offered, please, go to: [www.baycrest.org/apotex](http://www.baycrest.org/apotex)

We know that this is a lot of information to absorb, particularly at a time of momentous change for the resident and their family. The unit social worker will work closely with the resident, family and caregivers to help make the admission as stress-free as possible.