

Resident Checklist

- ✔ Identify the newly admitted resident. Ask permission to conduct the interview.
- ✔ Ask resident if they would like to participate in the interview independently or with a family member/care partner or health care agent or proxy.
- ✔ Confirm the resident's primary language and if a translator is required.
- ✔ Determine if the resident requires assistance due to reduced hearing or vision, anxiety, pain, fatigue, mobility or other issues.
- ✔ Explain the purpose of the interview to the new resident. Define or describe terms that will be used, including person-centeredness and the care planning process.
- ✔ Assess whether the resident understands the process and is comfortable asking and answering questions.
- ✔ Using the selected tool as a guide, begin to ask the resident relevant questions. The interviewer may decide to skip over non-relevant questions or add new questions based on the resident's situation and needs.
- ✔ Stop periodically and ask the resident if they are getting tired and would like to stop or pause the interview.
- ✔ Staff member may pause the interview (if resident appears tired or is no longer following the questions) and return at a later date or time to continue.
- ✔ Any questions that are skipped but are important should be flagged so that someone may return to them later.
- ✔ At the conclusion of the interview, staff member should reinforce that the resident may change their GPPs at any time. Encourage the resident to request to speak with staff members if they would like to discuss their GPPs further.
- ✔ Review the care planning process and next steps. Ask resident if they have any questions.
- ✔ Document in the health record. Communicate with the care team.