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Fifth	Session	Eighth	Parliament	Republic	of
		Trinidad	and Tobago		



REPUBLIC OF TRINIDAD AND TOBAGO

Act No. 20 of 2007

[L.S.]

AN ACT to repeal the Homes for Older Persons Act, 2000 and provide for the licensing, regulation and control of Homes for Older Persons

[Assented to 7th September, 2007]

follows:— PART I PRELIMINARY Short title 1. This Act may be cited as the Homes for Older Persons Act, 2007. Commencement 2. This Act shall come into force on a date to be fixed by the President by Proclamation.	184	No. 20	Homes for Older Persons	2007
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PART II

LICENSING OF HOMES FOR OLDER PERSONS

4. (1) A Home for older persons shall be classified in Homes accordance with the type of care to be offered as set out in the Homes Classification under the First Schedule. First Schedule

(2) Nothing in this Act precludes a person under the age of sixty years from residing in a Home.

5. (1) No person shall operate or use any premises as Requirement to a Home unless he holds a licence to do so issued under have a licence this Act.

(2) A person who contravenes subsection (1)commits an offence and is liable on summary conviction to a fine of twenty-five thousand dollars and to imprisonment for two years.

(3) Where a person who commits an offence under subsection (2) is a body corporate, every person who at the time of the commission of the offence was a director or officer of the body corporate, is guilty of the like offence unless he proves that the act constituting the offence, took place without his knowledge or consent, or that he exercised due diligence to prevent the commission of such offence.

6. (1) A person who wishes to operate a Home shall—Application for a licence

- (a) apply to the Minister in the form set out in the Second Schedule: Second Schedule

Part A

- (b) pay the non-refundable application fee set out in Part A of the Third Schedule; and
- Third Schedule (c) meet the requirements for licensing under
- this Act and regulations made hereunder.

(2) An application under subsection (1) shall be accompanied by—

> (a) in the case of a natural person, a certificate of good character and medical fitness;

- (b) information or financial records demonstrating that the applicant has adequate funding to establish a Home;
- (c) the name, address and type of licence of all other medical or social care facilities owned or operated by either the applicant or by the owner of the Home, for which the application is being submitted;
- (d) evidence that equipment to be used in the Home meets the minimum standards required by regulations made under this Act;
- (e) information relating to proposed staffing arrangements including—
 - (i) the number of staff;
 - (ii) the type of staff;
 - (iii) the skills and qualification of staff; and
 - (iv) ratio of staff to older persons;
- (f) information as to proposed operating costs and rates for patients;
- (g) information relating to the administrative structure and management systems in place for the provision of safe care; and
- (h) evidence of liability insurance in the sum of \$100,000.00.

(3) An applicant who submits information under subsection (2) knowing that such information is false commits an offence and is liable on summary conviction to a fine of twenty-five thousand dollars and to imprisonment for two years.

Issue of licence

7. (1) Where the Minister receives an application for a licence under section 6, he shall refer the matter to a Facility Review Team established under section 27 for an investigation as to the suitability of the premises for use as a Home.

(2) The Facility Review Team shall report to the Minister within sixty days or such other extended period as the Minister may direct.

(3) Where the Minister is satisfied after examining the report submitted in subsection (2) that the applicant under section 6-

- (a) meets the requirements of this Act and regulations made hereunder for the issue of a licence; and
- (b) has paid the licence fee set out in Part B of Part B the Third Schedule,

he shall issue to the applicant a licence for a period of two years to operate a Home for Older Persons.

(4) A licence issued under this section shall be in the form set out in the Fourth Schedule and shall state—Fourth Schedule

- (a) the nature of the services the Home is licensed to provide;
- (b) the class of Home for which the licence is issued;
- (c) the maximum resident capacity for which the licence is issued;
- (d) the date of issue;
- (e) the expiration date;
- (f) any special limitations imposed on the licence;
- (g) the level of care to be provided in accordance with the Home Classification prescribed by the Minister; and
- (h) any additional information and special limitation which the Minister may by regulation require.

8. A licence shall not be issued under section 7 Conditions for grant unless—

(a) the proposed Home, its location with regard to neighbouring premises and its proposed

facilities and equipment, are assessed by a Facility Review Team and—

- (i) found suitable for the purpose indicated in the application; and
- (ii) meets the prescribed minimum standards of care; and
- (b) the applicant demonstrates that he has adequate funding to operate the Home for Older Persons.

9. (1) A Home licensed under this Act, shall not be operated otherwise than in accordance with the terms and conditions of the licence issued in respect of it.

(2) Where a Home licensed under this Act is operated in a manner contrary to subsection (1), the licensee commits an offence.

10. A licence issued under section 7, shall remain valid unless surrendered or revoked.

11. (1) A licensee wishing to renew a licence which is due to expire, shall at least one month before such expiry, apply to the Minister for such licence to be renewed.

(2) The Minister shall renew the licence of any Home if he is satisfied that—

- (a) the Home is operated in accordance with the provisions of this Act and regulations made thereunder;
- (b) the Facility Review Team—
 - (i) has conducted an assessment of that Home and has submitted its report in accordance with section 29; and
 - (ii) is satisfied that the prescribed standards of care have been complied with; and

Operation of Home for Older Persons restricted to terms of licence

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Validity of licence

Renewal of licence

(c) the licensee has paid the prescribed fee.

(3) Subject to subsection (2), a licence shall be renewed biennially and it shall be effective from the anniversary date of the first issuance of the licence.

(4) The Minister may grant an extension of a licence with terms and conditions attached.

12. Where a licensee no longer wishes or is unable to Surrender of licence operate a Home licensed under this Act, he may on giving six months notice of his intention in writing to the Minister, surrender his licence and at the end of such period, the licensee shall cease to operate such a Home.

13. (1) The Minister may at any time suspend a ^{Suspension of} licence on the recommendation of the Division or the ^{licence} Facility Review Team where the—

- (a) licensee is in breach of any of the provisions, terms or conditions of the licence; or
- (b) Facility Review Team is dissatisfied with the conditions, standards of care, rules, management or superintendence of the Home for Older Persons.

(2) Before a licence is suspended under subsection (1), the Minister shall give notice to the licensee or Manager of the corrective measures to be taken within a specified time, failing which the licence may then be suspended.

(3) Where a Notice of corrective measures has been served on the licensee or Manager and he fails to take the corrective measures required, the Minister shall serve notice of corrective measures on the licensee or Manager of the decision to suspend the licence, as from such time specified in the Notice, being not less than six months after the date of the Notice.

(4) When a licence is suspended the licensee shall not operate the Home and the occupants thereof shall be treated in accordance with the guidelines issued under section 37(5).

14. (1) A licence may at any time be revoked by the Minister—

- (a) if the licensee or Manager has been convicted of an offence for which the penalty is imprisonment for six months or more under this Act or any other Act;
- (b) if the licensee or Manager wilfully neglects or refuses to comply with any of the provisions of this Act or any other Act, or obstructs, impedes or hinders any person carrying out duties or responsibilities thereunder; or
- (c) on the recommendation of the Division or the Facility Review Team, where the Division or the Facility Review Team is of the opinion that the premises of the Home does not meet the requirements of the Act or regulations made thereunder.

(2) Before a licence is revoked under subsection (1), the Minister shall give notice to the licensee or Manager of the grounds on which it is proposed to revoke the licence and shall afford him an opportunity to show cause why the licence should not be revoked.

(3) Where a Notice of corrective measures has been served on the licensee or Manager and he fails to take the corrective measures required, the Minister may serve notice on the licensee or Manager of the decision to revoke the licence, as from such time specified in the Notice, being not less than six months after the date of the Notice.

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Revocation of licence

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15. An older person shall not be received in a Home Home not to receive after the date of the receipt of a Notice of surrender by ^{older persons} a licensee or a Notice of suspension or revocation by the Minister.

16. Where a licence has been issued to two or more Death of joint holder persons jointly and one of those persons dies, leaving the ^{of licence} other or others surviving during the currency of the licence, the licence shall remain in force and shall have the same effect as if it had been issued to the survivor or survivors.

17. Where the licensee or the sole surviving licensee Death of licensee of a Home dies, upon application by the legal personal representative of the licensee, beneficiary, or any other interested persons, the Minister may, on the advice of the Administrator General and having regard to the character, fitness, financial status and any other relevant factor in relation to the applicant, grant a licence to an applicant for a period not exceeding six months at a time and subject to such terms and conditions as are prescribed under this Act.

18. (1) On an application in writing signed by the Transfer of licence licensee and by any person to whom the licensee desires that his licence be transferred, the Minister may, if satisfied as to the character, fitness and financial status of that person, by endorsement on the licence or otherwise in writing, transfer the licence to that person.

(2) Where the Minister transfers the licence in accordance with subsection (1), the person to whom the licence is transferred shall become the licensee of the Home with the same rights and obligations as if the licence had been issued to him in the first instance.

19. (1) The Division shall keep a register to be called Register of Homes for Older Persons and shall enter Older Persons the name of the licensee, name and address of the Home, name of the Manager, the population of each Home and its classification.

(2) The Division shall update the Register of Homes as necessary and shall remove from the Register any entry found to be incorrect.

(3) The Register of Homes for Older Persons shall at all reasonable times be open for public inspection at the office of the Division.

20. The Division shall publish in the *Gazette* and at least one daily newspaper, a Notice of the issuance, surrender or revocation of a licence, within one month from the date of the final decision.

PART III

REQUIREMENTS OF LICENCE

21. (1) A Home shall have a named Manager, who shall ensure at all times, there is present on the premises an officer who shall be responsible for the operations of the Home.

(2) A Manager referred to under subsection (1), shall possess such qualifications as may be prescribed by regulations made under this Act and the licensee of a Home may, if so qualified, be the Manager of the Home.

(3) During the temporary absence, illness or incapacity of the Manager, the licensee shall appoint as acting Manager, any other person qualified in accordance with the regulations made under this Act, and every person so appointed shall, while he so acts, be considered for the purposes of this Act, to be the Manager.

(4) The name of the Manager of a Home and any person responsible for the performance of the functions of the Manager under the Act shall be submitted in writing, by e-mail or by facsimile transmission to the Division within forty-eight hours of the making of an appointment.

Requirements to have Manager

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22. (1) The Manager shall keep or cause to be kept, a Register of residents register of the older persons at the Home.

(2) A register under subsection (1), shall contain in respect of each older person at the Home—

- (a) his name, age, date of birth, sex and last known address;
- (b) the date of admission to the Home;
- (c) diagnosis, prognosis and medical history;
- (d) information on the nearest relative or other person who is responsible for the older person;
- (e) the name of the medical practitioner other than the medical practitioner on call, if any, attending to the older person;
- (f) the name of the dental practitioner, if any, attending to the Older person;
- (g) the name of the primary contact person;
- (h) the date of transfer or discharge of the older person from a Home and the reasons thereof;
- (i) the date and particulars of death; and
- (j) such other particulars as may be prescribed by regulations.

(3) A Manager who knowingly makes a false entry in the register under this section, commits an offence.

(4) A Manager who fails to make an entry in the register referred to under subsection (2), commits an offence.

23. (1) The Manager of a Home shall report the death Requirement to of an older person in the Home to the Police and to the Division.

(2) Where an older person dies within forty-eight hours of being admitted to a Home for Older Persons, the Manager of such Home for Older Persons shall, within two hours of the discovery of such death, report the death to the Police and an autopsy shall be performed by a medical practitioner registered under the Medical Board Act.

24. The Manager of a Home for Older Persons shall provide the Division with a bi-annual report on the status of each of the residents.

25. Where—

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- (a) a Home is used at any time for the care and housing of a greater number of residents than is permitted by the licence; or
- (b) a resident of a class not permitted by the licence is admitted,

the licensee and the Manager each commits an offence.

26. Subject to the provisions of the Town and Country Planning Act, and the Municipal Corporations Act no structural alteration or addition to any Home for Older Persons shall be made until a plan of the proposed alteration or addition has been approved by the Town and Country Planning Department in accordance with the Town and Country Planning Act.

PART IV

Assessment and Inspections

Facility Review Team **27.** (1) The Minister may, from time to time, establish a Committee to be known as the "Facility Review Team" to—

(a) conduct initial and periodic assessments of Homes for the purposes of the initial issue of licences and renewals of licences;

Approval to be obtained for structural alterations Chap. 35:01

Bi-annual report

Restrictions on the number and classes

of residents

- (b) advise him on all matters relating to the care of older persons; and
- (c) administer the Act and standards to be observed in the care of older persons.

(2) The tenure, remuneration and other terms and conditions of the Facility Review Team, shall be approved by the Cabinet.

(3) A Committee established under subsection (1), shall consist of three or more persons having qualifications or experience as either—

- (a) a medical practitioner;
- (b) a fire officer;
- (c) a public health inspector;
- (d) a registered nurse;
- (e) an accountant;
- (f) a senior officer of the Division;
- (g) a senior planning officer from the Town and Country Planning Division;
- (h) a person with experience and training in quality management;
- (*i*) a social worker; or
- (*j*) a police officer.

(4) The Minister may appoint more than one Committee at any given time.

28. (1) The Facility Review Team shall have the Powers of Facility Review Team following powers:

- (a) to enter with the consent of the owner or occupier and inspect—
 - (i) the interior, exterior or grounds of any premises of a Home;
 - (ii) any storage facility for medical or food supplies in a Home; and

- (i) any medical, recreational or kitchen equipment and any other equipment, instrument, furniture or fixture utilized by a Home;
- (ii) the quality of any food or water found in a Home;
- (iii) any procedural manuals or plans kept in a Home;
- (iv) any financial records;
- (v) medical records of any older person resident in a Home; and
- (vi) any other records kept by a Home and in fulfilment of their obligations under this Act or the Regulations.

(2) Where the records in subsection (1) are not available for examination by the Facility Review Team, the Facility Review Team may request that the records be produced within a specified period.

(3) Where the operator of a Home fails to comply with any direction or request made under this Act, the Facility Review Team may recommend to the Minister that—

- (a) a licence under this Act not be issued; or
- (b) a licence already issued under this Act be suspended or revoked.

(4) Where there are serious complaints of the conditions of a Home or ill-treatment of the residents, the Minister may authorize the Facility Review Team to apply for a warrant to enter and search the Home.

29. The Facility Review Team shall be responsible Duties of Facility for—

- (a) conducting assessments of houses or other premises in respect of which an application for a licence is made;
- (b) conducting biennial inspections of Homes for Older Persons;
- (c) conducting inspections of Homes as a consequence of complaints by residents, as and when directed by the Minister;
- (d) preparing reports on any inspections conducted; and
- (e) submitting copies of such reports to the Minister and the Division within the time frame specified by the Minister.

30. (1) The Ministry may employ on contract suitably Inspectors qualified persons to be inspectors of Homes.

(2) An inspector appointed under subsection (1), shall be responsible for inspecting all aspects of the administration, operation and management of a Home and the standards of care offered to older persons therein.

(3) An inspection under this section shall be carried out once every six months or when so directed by the Minister.

(4) An inspector under this section, shall within fourteen days of the completion of an investigation, forward a report to the Division.

(5) Notwithstanding subsection (4), where the investigation was conducted at the direction of the Minister, the inspector shall forward the report to the Minister within forty-eight hours of the completion of the investigation.

(6) In addition to the inspectors appointed under subsection (1), there shall be appointed to perform the function of an inspector under this Act suitably qualified public officers.

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(7) An inspection under this section shall be carried out in the manner prescribed in regulation made under this Act.

(8) Where an inspection has been carried out under this Act and the inspector is of the view that the Home does not meet the requirements of this Act he may—

- (a) require the Home for Older Persons to comply with his recommendations in order to meet the requirements of this Act; or
- (b) recommend to the Division that the licence for the Home be suspended or revoked.

Powers of inspector **31.** (1) An inspector appointed under section 30 may, with the permission of the licensee and on production of his identification and his letter of appointment, enter at all reasonable times, any Home to determine whether the Home is operated in compliance with the Act.

(2) An inspector shall investigate all complaints made to the Division or himself from—

- (a) a resident;
- (b) a family member or next of kin of a resident;
- (c) a person responsible for a resident; or
- (d) a member of the public,

and make such recommendations to the Division as he determines necessary.

Warrants

32. (1) Where a Magistrate is satisfied by information on oath given by a police officer, that there are reasonable grounds for believing that an offence under this Act has been or is about to be committed in any Home, he may issue a warrant authorizing the police officer to enter and inspect that place.

(2) A warrant issued under this section shall also direct an inspector or member of the Facility Review Team to accompany the police officer.

33. A person who obstructs an inspector in the Obstruction of exercise of his duties under this Act, commits an ^{inspectors} offence.

PART V

OFFENCES AND PENALTIES

34. (1) Notwithstanding any other written law, if any Offence of abuse of licensee or Manager or any other employee of a Home an older person for Older Persons, who has in his care an older person, wilfully assaults, ill-treats, neglects or exposes such older person to be assaulted, ill-treated or neglected, that person is liable—

- (a) on summary conviction to a fine of twentyfive thousand dollars and to imprisonment for two years; or
- (b) on conviction on indictment to a fine of fifty thousand dollars and to imprisonment for five years.

(2) A body corporate that is convicted of an offence under subsection (1) is liable, in lieu of any imprisonment that is prescribed as punishment for that offence, to be fined—

- (a) twenty-five thousand dollars, where the offence is a summary offence; or
- (b) fifty thousand dollars, where the offence is an indictable offence.

(3) For the purpose of this section, a licensee or Manager shall be deemed to have neglected an older person in his care, in a manner likely to cause injury to his health, if he fails to provide food, care or lodging for such older person.

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35. (1) Where a person commits an offence or contravenes any provisions under this Act for which no penalty is specified he shall, on summary conviction, be liable to a fine of twenty-five thousand dollars and if the offence is a continuing one, to a further fine of five hundred dollars for every day or part of a day during which the offence has continued.

(2) An offence under this Act for which no other penalty is specified is punishable, in the case of a body corporate, by a fine of twenty-five thousand dollars and if the offence is a continuing one, to a further fine of five hundred dollars for every day or part of a day during which the offence has continued.

36. Where a licensee is convicted of an offence under revocation of licence this Act, the court may—

- (a) order that the licence be suspended for such period as the court may determine;
- (b) order that the licence be revoked; and
- (c) declare the licensee to be disgualified from holding a licence for such period as the court may determine.

PART VI

MISCELLANEOUS

Regulations

Suspension and

by the court

37. (1) The Minister may make regulations subject to negative resolution of Parliament to give effect to this Act and without limiting the generality of the foregoing, may provide for the following in relation to Homes for **Older Persons:**

- (a) specifications for construction, establishment, licensing, alteration, safety, equipment, maintenance and repair;
- (b) the minimum standards of care;
- (c) the inspection, control, management, conduct, operation and use;
- (d) prescribing the qualifications and duties of managers and staff;

Penalties

- (e) the admission and care of residents and the control of the admission of any type of resident into Homes for Older Persons offering appropriate services;
- (f) the keeping of records, books, reports and returns;
- (g) the submission of reports and returns to the Minister;
- (*h*) prescribing anything authorized or required to be prescribed by this Act; and
- (i) procedures for dealing with complaints arising from this Act.

(2) Standards under subsection (1)(b), shall be with respect to—

- (a) the equipment, facilities, services and supplies essential to the health and welfare of the residents;
- (b) safety, fire protection and sanitation in the Home for Older Persons;
- (c) the provision of appropriate dietary supplies based on good nutritional practice;
- (d) the structural integrity of the building housing the Home for Older Persons; and
- (e) the quality of care of residents.

(3) In addition to the specific regulations which the Minister may make under subsection (1), the Minister may make regulations subject to negative resolution of Parliament in respect of policies and procedures governing all areas of service in Homes for Older Persons.

(4) Regulations made under this section, may prescribe in respect of any contravention thereof, a penalty not exceeding a fine of ten thousand dollars or imprisonment for one year on summary conviction.

(5) The Minister shall issue guidelines for the welfare of the occupants of a Home when a licence is surrendered, suspended or revoked.

38. The Minister may, by Order, amend the Schedules. Minister to amend Schedules

Transition

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39. (1) Where on the coming into force of this Act, a person operated a Home for Older Persons, he may continue to operate such Home for Older Persons for a period of one year from the date of the coming into force of this Act or such longer period as determined by the Minister, following which he shall be required to meet all licensing requirements under this Act.

(2) During the period set out in subsection (1), a Home for Older Persons which is in existence shall be subject to inspection by an inspector, notwithstanding the fact that a licence to operate as a Home for Older Persons has not been issued under this Act.

40. The Private Hospitals Act shall not apply to Non-applicability of the Private Hospitals Homes for Older Persons licensed under this Act. Chap. 29:03

41. The Homes for Older Persons Act, 2000, is No. 38 of 2000 repealed.

Chap. 29:03 amended

Repeal of Act

42. The Private Hospitals Act is amended—

- (a) in section 2(1), in the definition of "Homes for the elderly" by—
 - (i) inserting before the word "care" the word "medical"; and
 - (ii) inserting after the word "accommodation" the words "and does not meet any of the Home Classifications set out in the First Schedule to the Homes for Older Persons Act, 2007"; and
- (b) in section 5(1), by inserting before the words "care and accommodation", the word "medical".

FIRST SCHEDULE

REPUBLIC OF TRINIDAD AND TOBAGO

(Section 4)

2007

Classification of Homes

Type I

No. 20

Any Home for Older Persons which provides care and housing to four or more healthy, older persons, and older persons who are not in need of acute medical care, but who may require assistance with performing activities of daily living, including the administration of medication and who may also require supervision by a member of staff.

Type II

Any Home for Older Persons which provides care and housing to four or more infirm older persons, who require the administration of medication and continual supervision by a registered nurse or physician.

N.B.: —Where a Home is classified as a Type I, such classification does not authorize the operation of the Home as a Type II.

Where a Home is classified as a Type II, such classification authorizes the operation of the Home as a Type I and II.

SECOND SCHEDULE

REPUBLIC OF TRINIDAD AND TOBAGO

(Section 6)

THE HOMES FOR OLDER PERSONS ACT, 2007

Application to Operate a Home for Older Persons

1. Name of Applicant	2. Address of Applicant		
3. Occupation of Applicant	4. Qualifications of Applicant		
5. Name of proposed Home for Older Persons	6. Address of proposed Home for Older Persons		
7. Classes of older persons proposed to be 8. Manager's name and qualifications admitted:			
9. Type of Home for Older Persons to be ope (Tick as applicable)	erated: Residential—Type I Residential—Type II		
10. Indicate all sources of funding			

11. Staffing arrangements—

Position	Qualifications	Number of Staff		
12. Name of Doctor on call: 13. Names of Nursing staff on call				
14. Proposed room occupation	15. Number of	bathrooms		
16. Number of toilets	17. Number of	exits		
18. Number of fire extinguishers				
19. Are the premises secured an	d how?			

No. 20	Homes for Old	ler Persons	2007
20. Amount of	f storage space per occupant		
21. Provision	for social activities		
(Sign	vature of Applicant)	(Date)	

Note: This application shall be accompanied by a certificate of good character and medical fitness, information detailed in section 6(2)(c) to (g) and a sketch plan of the Home for Older Persons showing the location and intended use of each room and all other documents required to so accompany this application.

THIRD SCHEDULE

REPUBLIC OF TRINIDAD AND TOBAGO

THE HOMES FOR OLDER PERSONS ACT, 2007

PART A

[Section 6(b)]

APPLICATION FEE FOR HOMES

An application fee of one hundred and fifty dollars would be required from all Home owners/managers.

PART B

[Section 7(3)]

Type of Home for Older Persons	No. of Residents	Fee \$
Type I	4–10	400.00
Type I	Over 10	450.00
Type II	4–10	550.00
Type II	Over 10	600.00

LICENCE FEE FOR HOMES FOR OLDER PERSONS

FOURTH SCHEDULE

REPUBLIC OF TRINIDAD AND TOBAGO

[Section 7(4)]

2007

THE HOMES FOR OLDER PERSONS ACT, 2007

LICENCE TO OPERATE A HOME FOR OLDER PERSONS

the Homes for Older Persons Act to operate a Home for Older Persons and is/are licensed to operate

(Name of Home for Older Persons and Address of Facility)

as a Home for Older Persons.

The licensee is licensed to provide for a

(Class of Homes)

..... care level.

Date of issue Date of expiry

Minister

Passed in the Senate this 8th day of May, 2007.

N. JAGGASSAR Clerk of the Senate

Passed in the House of Representatives this 13th day of July, 2007.

J. SAMPSON Clerk of the House

House of Representatives amendments agreed to by the Senate this 21st day of August, 2007.

N. JAGGASSAR Clerk of the Senate

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