

Inspection Report under the Long-Term Care Homes Act, 2007 Ministère de la Santé et des Soins de longue durée

Rapport d'inspection sous la Loi de 2007 sur les foyers de soins de longue durée

Health System Accountability and Performance Division Performance Improvement and Compliance Branch

Division de la responsabilisation et de la performance du système de santé Direction de l'amélioration de la performance et de la conformité London Service Area Office 130 Dufferin Avenue 4th floor LONDON ON N6A 5R2 Telephone: (519) 873-1200 Facsimile: (519) 873-1300 Bureau régional de services de London 130 avenue Dufferin 4ème étage LONDON ON N6A 5R2 Téléphone: (519) 873-1200 Télécopieur: (519) 873-1300

### Public Copy/Copie du public

Report Date(s) / Inspate(s) du apport No

Inspection No / No de l'inspection

Log # / Registre no Type of Inspection / Genre d'inspection

Aug 18, 2015

2015\_264609\_0040 (

015755-15

Complaint

### Licensee/Titulaire de permis

SAUGEEN VALLEY NURSING CENTER LTD 465 DUBLIN STREET MOUNT FOREST ON NOG 2L3

Long-Term Care Home/Foyer de soins de longue durée

SAUGEEN VALLEY NURSING CENTER 465 DUBLIN STREET MOUNT FOREST ON NOG 2L3

Name of Inspector(s)/Nom de l'inspecteur ou des inspecteurs CHAD CAMPS (609)

Inspection Summary/Résumé de l'inspection



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The purpose of this inspection was to conduct a Complaint inspection.

This inspection was conducted on the following date(s): July 9, 13, 14, 2015

This inspection is being completed due to a complaint submission to the Ministry of Health and Long Term Care related to pain and falls.

During the course of the inspection, the inspector(s) spoke with the Administrator, the Assistant Director of Care (ADOC), one Registered Nurse (RN), three RPNs (Registered Practical Nurse), three Personal Support Workers (PSW) and one Power of Attorney (POA) for a Resident.

The inspector(s) also reviewed clinical records, plans of care, complaint logs, and policies and procedures.

The following Inspection Protocols were used during this inspection:

**Falls Prevention** 

Pain

**Reporting and Complaints** 

**Training and Orientation** 

During the course of this inspection, Non-Compliances were issued.

- 4 WN(s)
- 3 VPC(s)
- 1 CO(s)
- 0 DR(s)
- 0 WAO(s)



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NON-COMPLIANCE / NON - RESPECT DES EXIGENCES	
Legend	Legendé
WN – Written Notification VPC – Voluntary Plan of Correction DR – Director Referral CO – Compliance Order WAO – Work and Activity Order	WN – Avis écrit VPC – Plan de redressement volontaire DR – Aiguillage au directeur CO – Ordre de conformité WAO – Ordres : travaux et activités
Non-compliance with requirements under the Long-Term Care Homes Act, 2007 (LTCHA) was found. (a requirement under the LTCHA includes the requirements contained in the items listed in the definition of "requirement under this Act" in subsection 2(1) of the LTCHA).	Le non-respect des exigences de la Loi de 2007 sur les foyers de soins de longue durée (LFSLD) a été constaté. (une exigence de la loi comprend les exigences qui font partie des éléments énumérés dans la définition de « exigence prévue par la présente loi », au paragraphe 2(1) de la LFSLD.
The following constitutes written notification of non-compliance under paragraph 1 of section 152 of the LTCHA.	Ce qui suit constitue un avis écrit de non- respect aux termes du paragraphe 1 de l'article 152 de la LFSLD.

WN #1: The Licensee has failed to comply with LTCHA, 2007 S.O. 2007, c.8, s. 3. Residents' Bill of Rights

Specifically failed to comply with the following:

- s. 3. (1) Every licensee of a long-term care home shall ensure that the following rights of residents are fully respected and promoted:
- 4. Every resident has the right to be properly sheltered, fed, clothed, groomed and cared for in a manner consistent with his or her needs. 2007, c. 8, s. 3 (1).

### Findings/Faits saillants:



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1. The Licensee has failed to ensure that every resident is properly sheltered, fed, clothed, groomed and cared for in a manner consistent with his or her needs.

A review of the clinical record revealed an identified resident was diagnosed with a specific illness and agreed to specific interventions.

A review of the plan of care for an identified resident revealed pain was not an identified focus in the plan of care.

A review of the clinical record revealed that a pain assessment was completed by the palliative pain management nurse consultant for an identified resident which identified a specific type of pain, suggesting a specific intervention be ordered for pain management.

A review of the physician's order sheet revealed a specific type of pain was not addressed as the specified intervention was not ordered.

An interview the ADOC and the Administrator confirmed that it was the home's expectation that if a resident has pain that pain be a focus in the plan of care in order to provide care consistent with his or her needs.

An interview with the ADOC and the Administrator confirmed that it was the home's expectation that the recommendations by the pain consultant be provided in order to provide care consistent with his or her needs, and in the case of a specified intervention for a specific type of pain it was not ordered and should have been. [s. 3. (1) 4.]

### Additional Required Actions:

CO # - 001 will be served on the licensee. Refer to the "Order(s) of the Inspector".

WN #2: The Licensee has failed to comply with O.Reg 79/10, s. 8. Policies, etc., to be followed, and records



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### Specifically failed to comply with the following:

s. 8. (1) Where the Act or this Regulation requires the licensee of a long-term care home to have, institute or otherwise put in place any plan, policy, protocol, procedure, strategy or system, the licensee is required to ensure that the plan, policy, protocol, procedure, strategy or system,

(a) is in compliance with and is implemented in accordance with applicable requirements under the Act; and O. Reg. 79/10, s. 8 (1).

(b) is complied with. O. Reg. 79/10, s. 8 (1).

### Findings/Faits saillants:

1. The Licensee has failed to ensure that any plan, policy, protocol, procedure, strategy or system instituted or otherwise put in place is complied with.

An interview revealed that an identified resident had a skin tear on a specified day.

A review of the clinical record revealed a wound assessment was completed on the specified day and identified a new skin tear to an identified resident.

A review of the home's policy titled "Internal Incident Reporting" effective date March 2014 required an incident report be completed for all injuries of unknown cause.

In an interview, the ADOC acknowledged that from the documentation the cause of the skin tear was undetermined. The ADOC confirmed that it was the home's expectation that any injuries to a resident with an unknown cause required the completion of an incident report and in the case of the skin tear to an identified resident an incident report was not completed and should have. [s. 8. (1) (a),s. 8. (1) (b)]

### Additional Required Actions:

VPC - pursuant to the Long-Term Care Homes Act, 2007, S.O. 2007, c.8, s.152(2) the licensee is hereby requested to prepare a written plan of correction for achieving compliance to ensure that any plan, policy, protocol, procedure, strategy or system instituted or otherwise put in place is complied with, to be implemented voluntarily.



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WN #3: The Licensee has failed to comply with LTCHA, 2007 S.O. 2007, c.8, s. 76. Training

Specifically failed to comply with the following:

- s. 76. (7) Every licensee shall ensure that all staff who provide direct care to residents receive, as a condition of continuing to have contact with residents, training in the areas set out in the following paragraphs, at times or at intervals provided for in the regulations:
- 1. Abuse recognition and prevention. 2007, c. 8, s. 76. (7).
- 2. Mental health issues, including caring for persons with dementia. 2007, c. 8, s. 76. (7).
- 3. Behaviour management. 2007, c. 8, s. 76. (7).
- 4. How to minimize the restraining of residents and, where restraining is necessary, how to do so in accordance with this Act and the regulations. 2007, c. 8, s. 76. (7).
- 5. Palliative care. 2007, c. 8, s. 76. (7).
- 6. Any other areas provided for in the regulations. 2007, c. 8, s. 76. (7).

### Findings/Faits saillants:

1. The Licensee has failed to ensure that all staff who provides direct care to residents receives, as a condition of continuing to have contact with residents, training in the areas at times or at intervals provided for in the regulation related to pain management including pain recognition of specific and non-specific signs of pain as set out in O. Reg. 79/10, s. 221. (1) 4.

A review of Surge Learning for the 2014 calendar year related to pain management revealed that 25 percent of the RPN staff did not complete the required training. A review of records also revealed that 17 percent of RN staff did not complete the required training in pain management.

In an interview, the Administrator acknowledged that the home's new Surge Learning system went operational in 2012 and confirmed that it was the home's expectation that all direct care staff be trained and in the case of pain management that this did not happen and should have. [s. 76. (7) 6.]



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### Additional Required Actions:

VPC - pursuant to the Long-Term Care Homes Act, 2007, S.O. 2007, c.8, s.152(2) the licensee is hereby requested to prepare a written plan of correction for achieving compliance to ensure that all staff who provides direct care to residents receives, as a condition of continuing to have contact with residents, training in the areas at times or at intervals provided for in the regulation related to pain management including pain recognition of specific and non-specific signs of pain, to be implemented voluntarily.

WN #4: The Licensee has failed to comply with O.Reg 79/10, s. 101. Dealing with complaints

Specifically failed to comply with the following:

- s. 101. (1) Every licensee shall ensure that every written or verbal complaint made to the licensee or a staff member concerning the care of a resident or operation of the home is dealt with as follows:
- 1. The complaint shall be investigated and resolved where possible, and a response that complies with paragraph 3 provided within 10 business days of the receipt of the complaint, and where the complaint alleges harm or risk of harm to one or more residents, the investigation shall be commenced immediately. O. Reg. 79/10, s. 101 (1).
- s. 101. (3) The licensee shall ensure that,
- (a) the documented record is reviewed and analyzed for trends at least quarterly; O. Reg. 79/10, s. 101 (3).
- (b) the results of the review and analysis are taken into account in determining what improvements are required in the home; and O. Reg. 79/10, s. 101 (3).
- (c) a written record is kept of each review and of the improvements made in response. O. Reg. 79/10, s. 101 (3).

### Findings/Faits saillants:



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1. The Licensee has failed to ensure that every written or verbal complaint made to the licensee or a staff member concerning the care of a resident or operation of the home has been investigated, resolved where possible, and a response provided within 10 business days of receipt of the complaint.

A review of the home's complaint records revealed that on two specified days verbal complaints regarding an identified resident's care were documented.

In an interview, the ADOC confirmed that all complaints are entered into Risk Management and tracked and responded to by administration.

In an interview, the Administrator confirmed that it was the home's expectation that all verbal complaints that were concerning the care of a resident were to be provided with a written response by the home within 10 business days and in the case of the two complaints cited for an identified resident, no written responses were provided and should have been. [s. 101. (1) 1.]

2. The Licensee has failed to ensure that the documented record (of complaints received) is reviewed and analyzed for trends, at least quarterly.

A review of the complaint logs revealed no quarterly evaluation of trends conducted by the home.

In an interview, the Administrator confirmed that it was the expectation of the home that complaints were to be analyzed for trends at least quarterly and in the case of the 2014-2015 calendar years this did not occur and should have. [s. 101. (3)]



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### Additional Required Actions:

VPC - pursuant to the Long-Term Care Homes Act, 2007, S.O. 2007, c.8, s.152(2) the licensee is hereby requested to prepare a written plan of correction for achieving compliance to ensure that every written or verbal complaint made to the licensee or a staff member concerning the care of a resident or operation of the home has been investigated, resolved where possible, and a response provided within 10 business days of receipt of the complaint as well as ensure there is a documented quarterly evaluation of complaints in the home, to be implemented voluntarily.

Issued on this 19th day of August, 2015

Signature of Inspector(s)/Signature de l'inspecteur ou des inspecteurs

Original report signed by the inspector.



Order(s) of the Inspector
Pursuant to section 153 and/or
section 154 of the Long-Term Care

Homes Act, 2007, S.O. 2007, c.8

Ministère de la Santé et des Soins de longue durée

Ordre(s) de l'inspecteur

Aux termes de l'article 153 et/ou de l'article 154 de la Loi de 2007 sur les foyers de soins de longue durée, L.O. 2007, chap. 8

Health System Accountability and Performance Division Performance Improvement and Compliance Branch

Division de la responsabilisation et de la performance du système de santé Direction de l'amélioration de la performance et de la conformité

### Public Copy/Copie du public

Name of Inspector (ID #) /

Nom de l'inspecteur (No): CHAD CAMPS (609)

Inspection No. /

**No de l'inspection :** 2015\_264609\_0040

Log No. /

**Registre no:** 015755-15

Type of Inspection /

Genre Complaint

d'inspection:

Report Date(s) /

Date(s) du Rapport : Aug 18, 2015

Licensee /

Titulaire de permis : SAUGEEN VALLEY NURSING CENTER LTD

465 DUBLIN STREET, MOUNT FOREST, ON, N0G-2L3

LTC Home /

Foyer de SLD: SAUGEEN VALLEY NURSING CENTER

465 DUBLIN STREET, MOUNT FOREST, ON, N0G-2L3

Name of Administrator / Nom de l'administratrice

ou de l'administrateur : CATE MACLEAN

To SAUGEEN VALLEY NURSING CENTER LTD, you are hereby required to comply with the following order(s) by the date(s) set out below:



### Order(s) of the Inspector

Pursuant to section 153 and/or section 154 of the *Long-Term Care Homes Act*, 2007, S.O. 2007, c.8

# Ministère de la Santé et des Soins de longue durée

### Ordre(s) de l'inspecteur

Aux termes de l'article 153 et/ou de l'article 154 de la Loi de 2007 sur les foyers de soins de longue durée, L.O. 2007, chap. 8

Order # / Order Type /

Ordre no: 001 Genre d'ordre: Compliance Orders, s. 153. (1) (a)

#### Pursuant to / Aux termes de :

LTCHA, 2007 S.O. 2007, c.8, s. 3. (1) Every licensee of a long-term care home shall ensure that the following rights of residents are fully respected and promoted:

- 1. Every resident has the right to be treated with courtesy and respect and in a way that fully recognizes the resident's individuality and respects the resident's dignity.
- 2. Every resident has the right to be protected from abuse.
- 3. Every resident has the right not to be neglected by the licensee or staff.
- 4. Every resident has the right to be properly sheltered, fed, clothed, groomed and cared for in a manner consistent with his or her needs.
- 5. Every resident has the right to live in a safe and clean environment.
- 6. Every resident has the right to exercise the rights of a citizen.
- 7. Every resident has the right to be told who is responsible for and who is providing the resident's direct care.
- 8. Every resident has the right to be afforded privacy in treatment and in caring for his or her personal needs.
- 9. Every resident has the right to have his or her participation in decision-making respected.
- 10. Every resident has the right to keep and display personal possessions, pictures and furnishings in his or her room subject to safety requirements and the rights of other residents.
- 11. Every resident has the right to,
- i. participate fully in the development, implementation, review and revision of his or her plan of care,
- ii. give or refuse consent to any treatment, care or services for which his or her consent is required by law and to be informed of the consequences of giving or refusing consent,
- iii. participate fully in making any decision concerning any aspect of his or her care, including any decision concerning his or her admission, discharge or transfer to or from a long-term care home or a secure unit and to obtain an independent opinion with regard to any of those matters, and
- iv. have his or her personal health information within the meaning of the Personal



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Health Information Protection Act, 2004 kept confidential in accordance with that Act, and to have access to his or her records of personal health information, including his or her plan of care, in accordance with that Act.

- 12. Every resident has the right to receive care and assistance towards independence based on a restorative care philosophy to maximize independence to the greatest extent possible.
- 13. Every resident has the right not to be restrained, except in the limited circumstances provided for under this Act and subject to the requirements provided for under this Act.
- 14. Every resident has the right to communicate in confidence, receive visitors of his or her choice and consult in private with any person without interference.
- 15. Every resident who is dying or who is very ill has the right to have family and friends present 24 hours per day.
- 16. Every resident has the right to designate a person to receive information concerning any transfer or any hospitalization of the resident and to have that person receive that information immediately.
- 17. Every resident has the right to raise concerns or recommend changes in policies and services on behalf of himself or herself or others to the following persons and organizations without interference and without fear of coercion, discrimination or reprisal, whether directed at the resident or anyone else,
- i. the Residents' Council,
- ii. the Family Council,
- iii. the licensee, and, if the licensee is a corporation, the directors and officers of the corporation, and, in the case of a home approved under Part VIII, a member of the committee of management for the home under section 132 or of the board of management for the home under section 125 or 129,
- iv. staff members,
- v. government officials,
- vi. any other person inside or outside the long-term care home.
- 18. Every resident has the right to form friendships and relationships and to participate in the life of the long-term care home.
- 19. Every resident has the right to have his or her lifestyle and choices respected.
- 20. Every resident has the right to participate in the Residents' Council.
- 21. Every resident has the right to meet privately with his or her spouse or another person in a room that assures privacy.
- 22. Every resident has the right to share a room with another resident according to their mutual wishes, if appropriate accommodation is available.
- 23. Every resident has the right to pursue social, cultural, religious, spiritual and



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other interests, to develop his or her potential and to be given reasonable assistance by the licensee to pursue these interests and to develop his or her potential.

- 24. Every resident has the right to be informed in writing of any law, rule or policy affecting services provided to the resident and of the procedures for initiating complaints.
- 25. Every resident has the right to manage his or her own financial affairs unless the resident lacks the legal capacity to do so.
- 26. Every resident has the right to be given access to protected outdoor areas in order to enjoy outdoor activity unless the physical setting makes this impossible.
- 27. Every resident has the right to have any friend, family member, or other person of importance to the resident attend any meeting with the licensee or the staff of the home. 2007, c. 8, s. 3 (1).

#### Order / Ordre:

The Licensee must ensure compliance with the LTCHA, 2007, c.8, s. 3. (1) (4) every resident is properly cared for specifically related to residents who are experiencing pain without relief; that the resident receives pain assessments, pain control and pain management in a manner consistent with his or her needs.

#### **Grounds / Motifs:**



### Order(s) of the Inspector

Pursuant to section 153 and/or section 154 of the *Long-Term Care Homes Act*, 2007, S.O. 2007, c.8

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### Ordre(s) de l'inspecteur

Aux termes de l'article 153 et/ou de l'article 154 de la Loi de 2007 sur les foyers de soins de longue durée, L.O. 2007, chap. 8

1. The Licensee has failed to ensure that every resident was properly cared for in a manner consistent with his or her needs.

A review of the clinical record revealed an identified resident was diagnosed with a specific illness and agreed to specific interventions.

A review of the clinical record revealed that a pain assessment was completed for an identified resident by the palliative pain management nurse consultant which identified a specific type of pain and suggested a specific intervention be ordered for pain management.

A review of the plan of care for an identified resident revealed pain was not an identified focus in the plan of care.

A review of the physician's order sheet revealed a specific type of pain was not addressed as the specified intervention was not ordered.

An interview the ADOC and the Administrator confirmed that it was the home's expectation that if a resident has pain that pain be a focus in the plan of care in order to provide care consistent with his or her needs.

An interview with the ADOC and the Administrator confirmed that it was the home's expectation that the recommendations by the pain consultant be provided in order to provide care consistent with his or her needs, and in the case specified intervention for a specific type of pain it was not ordered and should have been. (609)

This order must be complied with by / Vous devez vous conformer à cet ordre d'ici le : Sep 01, 2015



### Order(s) of the Inspector

Pursuant to section 153 and/or section 154 of the *Long-Term Care Homes Act*, 2007, S.O. 2007, c.8

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### **REVIEW/APPEAL INFORMATION**

#### TAKE NOTICE:

The Licensee has the right to request a review by the Director of this (these) Order(s) and to request that the Director stay this (these) Order(s) in accordance with section 163 of the Long-Term Care Homes Act, 2007.

The request for review by the Director must be made in writing and be served on the Director within 28 days from the day the order was served on the Licensee.

The written request for review must include,

- (a) the portions of the order in respect of which the review is requested;
- (b) any submissions that the Licensee wishes the Director to consider; and
- (c) an address for services for the Licensee.

The written request for review must be served personally, by registered mail or by fax upon:

Director c/o Appeals Coordinator Performance Improvement and Compliance Branch Ministry of Health and Long-Term Care 1075 Bay Street, 11th Floor TORONTO, ON M5S-2B1

Fax: 416-327-7603



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When service is made by registered mail, it is deemed to be made on the fifth day after the day of mailing and when service is made by fax, it is deemed to be made on the first business day after the day the fax is sent. If the Licensee is not served with written notice of the Director's decision within 28 days of receipt of the Licensee's request for review, this(these) Order(s) is(are) deemed to be confirmed by the Director and the Licensee is deemed to have been served with a copy of that decision on the expiry of the 28 day period.

The Licensee has the right to appeal the Director's decision on a request for review of an Inspector's Order(s) to the Health Services Appeal and Review Board (HSARB) in accordance with section 164 of the Long-Term Care Homes Act, 2007. The HSARB is an independent tribunal not connected with the Ministry. They are established by legislation to review matters concerning health care services. If the Licensee decides to request a hearing, the Licensee must, within 28 days of being served with the notice of the Director's decision, give a written notice of appeal to both:

Health Services Appeal and Review Board and the Director

Attention Registrar 151 Bloor Street West 9th Floor Toronto, ON M5S 2T5

Director
c/o Appeals Coordinator
Performance Improvemen

Performance Improvement and Compliance

Branch

Ministry of Health and Long-Term Care

1075 Bay Street, 11th Floor

TORONTO, ON

M5S-2B1

Fax: 416-327-7603

Upon receipt, the HSARB will acknowledge your notice of appeal and will provide instructions regarding the appeal process. The Licensee may learn more about the HSARB on the website www.hsarb.on.ca.



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### RENSEIGNEMENTS SUR LE RÉEXAMEN/L'APPEL

#### PRENDRE AVIS

En vertu de l'article 163 de la Loi de 2007 sur les foyers de soins de longue durée, le titulaire de permis peut demander au directeur de réexaminer l'ordre ou les ordres qu'il a donné et d'en suspendre l'exécution.

La demande de réexamen doit être présentée par écrit et est signifiée au directeur dans les 28 jours qui suivent la signification de l'ordre au titulaire de permis.

La demande de réexamen doit contenir ce qui suit :

- a) les parties de l'ordre qui font l'objet de la demande de réexamen;
- b) les observations que le titulaire de permis souhaite que le directeur examine;
- c) l'adresse du titulaire de permis aux fins de signification.

La demande écrite est signifiée en personne ou envoyée par courrier recommandé ou par télécopieur au:

Directeur a/s Coordinateur des appels Direction de l'amélioration de la performance et de la conformité Ministère de la Santé et des Soins de longue durée 1075, rue Bay, 11e étage Ontario, ON M5S-2B1

Fax: 416-327-7603

Les demandes envoyées par courrier recommandé sont réputées avoir été signifiées le cinquième jour suivant l'envoi et, en cas de transmission par télécopieur, la signification est réputée faite le jour ouvrable suivant l'envoi. Si le titulaire de permis ne reçoit pas d'avis écrit de la décision du directeur dans les 28 jours suivant la signification de la demande de réexamen, l'ordre ou les ordres sont réputés confirmés par le directeur. Dans ce cas, le titulaire de permis est réputé avoir reçu une copie de la décision avant l'expiration du délai de 28 jours.



### Order(s) of the Inspector

Pursuant to section 153 and/or section 154 of the *Long-Term Care Homes Act*, 2007, S.O. 2007, c.8

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### Ordre(s) de l'inspecteur

Aux termes de l'article 153 et/ou de l'article 154 de la Loi de 2007 sur les foyers de soins de longue durée, L.O. 2007, chap. 8

En vertu de l'article 164 de la Loi de 2007 sur les foyers de soins de longue durée, le titulaire de permis a le droit d'interjeter appel, auprès de la Commission d'appel et de révision des services de santé, de la décision rendue par le directeur au sujet d'une demande de réexamen d'un ordre ou d'ordres donnés par un inspecteur. La Commission est un tribunal indépendant du ministère. Il a été établi en vertu de la loi et il a pour mandat de trancher des litiges concernant les services de santé. Le titulaire de permis qui décide de demander une audience doit, dans les 28 jours qui suivent celui où lui a été signifié l'avis de décision du directeur, faire parvenir un avis d'appel écrit aux deux endroits suivants :

À l'attention du registraire Commission d'appel et de révision des services de santé 151, rue Bloor Ouest, 9e étage Toronto (Ontario) M5S 2T5 Directeur a/s Coordinateur des appels Direction de l'amélioration de la performance et de la conformité Ministère de la Santé et des Soins de longue durée 1075, rue Bay, 11e étage

Ontario, ON M5S-2B1

Fax: 416-327-7603

La Commission accusera réception des avis d'appel et transmettra des instructions sur la façon de procéder pour interjeter appel. Les titulaires de permis peuvent se renseigner sur la Commission d'appel et de révision des services de santé en consultant son site Web, au www.hsarb.on.ca.

Issued on this 18th day of August, 2015

Signature of Inspector / Signature de l'inspecteur :

Name of Inspector /

Nom de l'inspecteur : Chad Camps

Service Area Office /

Bureau régional de services : London Service Area Office