

Fourfields



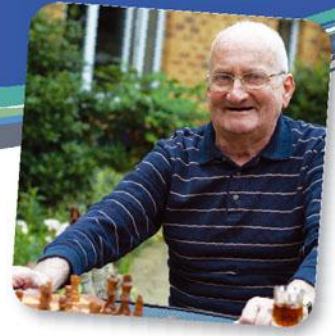
Residents' Guide

Fourfields
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Cheshunt EN7 6HR
Tel: 01992 624343
Fax: 01992 789807
E mail: fourfields@quantumcare.co.uk

www.quantumcare.co.uk

May 2012 – This document is available in other languages and formats on request. Please contact the home manager for details





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1. Introduction

Quantum Care is committed to putting our guests first and we want you to feel at home when you come and stay with us. If this is your first stay at Fourfields, you will probably have a lot of questions to ask, so we have designed this guide to help you.

You will have the opportunity to sit down and talk to a staff member soon and they will be able to help you to prioritise and organise the things you need to think about.

This guide gives you some basic information about your possible new home, and what to expect from your stay here.

2. Your Room

All Fourfields bedrooms have hand basins. They are furnished with a bed, chair, curtains, carpet, wardrobe and a chest of drawers. There is a TV and telephone point in each room. Each radiator has an individual temperature control to adjust the temperature.

You may want to bring some pictures and other personal items to personalise your room and we encourage you to do that. Please do make sure your possessions are adequately insured before you bring them. See the Family section of our website www.quantumcare.co.uk for more information on insuring your valuables. We ask that all personal electrical equipment is fully checked by Quantum Care before use.

All of our bedrooms have locks, and keys are provided. Staff hold pass keys. If you lock your room the pass key will only be used if repairs need to be carried out or in an emergency. (If your room needs any repairs, staff will try to inform you about when they will take place).

Quantum Care have a maintenance department that repairs faults and breakages. Problems should be reported to carers who will arrange fast repairs. All repair people will carry identification. Staff will make sure that they carry out their work respectfully and ensure the safety of the residents and staff whilst they are working.

We have guidelines for staff about entering people's rooms and they are expected to knock before entering.



3. Money and Valuables

We have a hairdresser, a shop for toiletries and snacks, a daily paper service etc. You will need money to cover such purchases. It is important to keep your money safe. Storing it in a named purse or wallet is best and we can provide keys to a locked drawer in your room for safety. If for any reason you are unable to look after your own money then you can book it into the home's safe and we will pay for your purchases on your behalf, and receipts will be kept to show what has been spent. We would recommend that your valuables are looked after by your family, solicitor or bank. If you do bring them to the home we advise you to take out personal insurance as we are unable to take responsibility for valuable items. All bedrooms have a lockable container or drawers which can be used to keep personal items secure.

Please also see our website www.quantumcare.co.uk

4. The Care at Fourfields

Before you arrive at Fourfields we will need to understand your care needs. A care plan can be printed from our website and you can start completing it before you arrive. This will help the staff to provide the right care at the very start of your stay. If you do not wish to fill in a care plan yourself our staff will talk to you and write one when you arrive. For people living with dementia it is vital that families provide a lot of detail about a guest's background and interests as this is vital to them settling down in the home. A 'Family History Form' is available for you to complete. This will help you to provide the information we need. Both documents are available at Fourfields or can be downloaded from the 'Family Pages' of our website at www.quantumcare.co.uk

There are eleven full time members of staff who are responsible for the day to day running and management of the home. You will be allocated a key worker when you arrive. This worker will keep your Care Plan up to date and keep up with any changes required. Your key worker is responsible for helping you settle in and making sure Fourfields offers the agreed care.

There are staff available 24 hours a day.

The day shift operates between 8am – 10pm.
The night shift is between 10pm and 8am.

You may go to bed and get up when you wish.



5. Care Reviews

A care review meeting will be held each year. You may ask to have a review more often if you wish. We try to review in partnership with Health and Community Services and any other professional services if you are happy to do that. This means we can have one meeting and decide the best way to offer support. We discuss your needs, how well we have done so far and any future goals. We will all agree how we can help with your wishes. Sometimes we may ask other agencies to offer support.

After the review meeting we will update your care plan.

Each 6 months/year risk assessments are reviewed, or more often if necessary. These will also be discussed if any changes are made.

6. Medical Care Arrangements

When you move to Fourfields, if your GP is too far away to keep you on his/her books then you will need to register with a local GP. The staff at Fourfields can help you with this.

Our homes only provide residential care, and we therefore do not employ nurses. We do have access to District Nursing services if you need them. These services usually take a couple of days to arrange so please give us good notice if we need to organise a visit out for you.

If you are coming to Fourfields for a short stay and your present doctor is willing to visit you while you are staying with us, then he or she will be most welcome. If this is not possible the Manager will help you to find a temporary local doctor who is willing to take care of you for the duration of your stay.



7. Your Medication

When you come to stay you will need to bring all of your medication with you. If you normally manage your own medication you may continue to do so when you come to stay at Fourfields. You will be given a lockable area in your room for storage. The Fourfields staff will carry out a risk assessment to ensure the arrangements are safe for everyone.

If Quantum Care staff are to manage your medication it must all be properly labelled by your pharmacist. We do not accept any medication with “As directed by your doctor” or “Take as required” printed on the label. The labels must have proper dosage instructions for our staff to follow, this applies to creams also. Please check all your medication in good time before you come to stay and have it adjusted by the doctor or pharmacist before you are admitted. If you bring medication without proper labels we will not be able to give it to you. We can only give medication which is in containers labelled by a pharmacist with clear and concise instructions for administration.

If you manage your medication yourself, then please bring it as you like it.

Our medication times are

8.30am
1.30pm
5.30pm
9.30pm

If you need to take your medication at different times we will ensure that this is given to you.

8. Post arrangements

Post is received at the home via the main office. Your mail will be separated and put in the administrator’s office where you can collect it.



9. Meal Times and Food Arrangements

We offer a choice of home cooked food for every mealtime. We also cater for special dietary requirements.

The times of meals at Fourfields are as follows:-

Breakfast - between 7am – 10am

Lunch - between 1pm – 2pm

Dinner - between 5pm-6pm

Supper will be offered as requested but usually around 8.30pm

NB Snacks and drinks are available all day and night as requested/required

Menus are set by Head Office and are compiled for nutritional value and variety. You may however request a favourite dish or even submit a favourite recipe to the kitchen if you wish. The Head Chef will be happy to chat to you about you preferences.

We do not usually provide alcoholic drinks but you are welcome to buy your usual tittle.

10. Hospital Escorts

We will try our hardest to arrange an escort if you need to attend hospital, but we cannot always guarantee that a staff member will be available to go with you. We will however, endeavour to contact your next of kin so that they may meet you there. We will always send full details with any resident that has to visit a hospital, and we will telephone the hospital to ensure they have all the information they need.



11. Visitors and Going Out

You are welcome to entertain friends and relatives at any time. Visitors should let a member of staff know when they are visiting for safety reasons and sign the visitor's book on arrival and departure. You may either go to your room to be undisturbed or use the lounge or sitting areas. Arrangements can be made for your visitors to join you for a meal.

You can come and go as you wish but please let a member of staff know if you decide to go out so they will not worry about where you are. If you want to have a meal later than the normal time a member of staff will arrange this for you.

If a guest is living with dementia and is unable to get around safely the care plan will reflect this and precautions are taken with door codes. Please be cautious as you come and go not to allow people out that may be in danger.

12. Pets

If you have a small pet like a bird or a fish which you can look after in your own room, and it is not likely to disturb other residents, then we will have no objections to them staying too.

If you have a larger pet then please discuss this with the Manager as it is unlikely it can be accommodated at Fourfields.

13. Newspapers and Periodicals

If you want a daily paper you will need to make your own arrangements. The staff at Fourfields can order it for you from the local newsagent. Notice is required to get the arrangement in place. Just let a member of staff know before you arrive.

The cost of the papers can be paid via the Administrator or directly to the news agent, and bills are raised each week.



14. Leisure at Fourfields

At Fourfields we have a packed leisure timetable. We employ activity workers for 47 hours a week. We hold regular activities such as Bingo, Bowls, games, makeup sessions and outings. We also organise outside entertainers. Details of the current timetable is available on request. See our notice board for a range of interesting things to do.

Books and Libraries:

Fourfields have a visiting Library service which regularly changes our books.

Our local public library is:-

Goffs Oak Library
Valley View
Goffs Lane
Goffs Oak
Waltham Cross
Hertfordshire
EN7 5ET

Telephone

01438 737333 (Enquiries Mon-Fri 08.00-20.00, Sat 09.00-16.00)

01438 737373 (Renewals 03.00 - 23.45 every day)

01438 737599 (Minicom Mon-Fri 08.00-20.00, Sat 09.00-16.00)

Opening Hours

Monday: 09.00-13.00, 14.00-18.00

Tuesday: 09.00-13.00, 14.00-18.00

Wednesday: Closed

Thursday: 09.00-13.00, 14.00-18.00

Friday: 09.00-13.00, 14.00-18.00

Saturday: 09.00-13.00

Sunday: Closed

Talking books and Braille text can be obtained from the library service or Fourfields can refer you through the sensory disability team for specialist leisure equipment.



15. Religious Worship

We have regular services at Fourfields. The present services are monthly and usually on a Tuesday. Holy Communion is available for any individuals requesting it.

We sing along to Songs of praise in the lounge on Sundays.

If you would like to continue attending your local church then it may be possible that one of your congregation could collect you.

Local places of worship are:

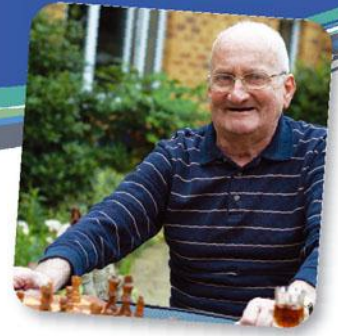
St Mary's Church, C of E
Contact Revd. John Williams
The Vicarage
Churchgate
Cheshunt
Herts
EN8 9DY

Phone: 01992 623121
Email: cheshuntvicarage@hotmail.co.uk

Or Mrs Carol Lee, Parish Secretary
Phone: 01992 635190 (Parish office)
Email: stmarycheshunt@tiscali.co.uk

St Paul's Roman Catholic Church (Cheshunt)
Contact Rev Anton Cowan
17 Churchfield Path
Off Church Lane
Cheshunt
Hertfordshire
EN8 9EG
Phone: 01992 629878

If a chosen faith is not represented above, staff will look for the nearest provision. Any religious requirements will be accommodated wherever possible including dietary requirements.



16. Smoking

Guests can smoke, but to comply with recent legislation we ask that you smoke only in the designated areas. Your visitors are not able to smoke in the building. If you are a smoker, for safety we ask that you bring only natural fibre clothing, as these have more fire retardant properties than man made fibre.

17. Telephones

Every bedroom has a phone which accepts incoming calls and is provided free of charge. If you wish to make outgoing calls the home can enable that service and a charge of £15 per month is payable.

If you wish to make international calls, a charge will be agreed to cover the cost on an individual basis. Please speak to the Manager.

Invoices are sent monthly. Cheques should be made payable to Quantum Care Limited. The bill can be paid by direct debit along with your residential fees if you prefer.

18. Laundry and Cleaning Service

Our housekeeping team will do your laundry for you if you wish. As we deal with such large amounts of washing however, it is very difficult to guarantee the safety of any items that require special attention.

To ensure your clothes are returned to you, it is best to label all of your clothes with embroidered name tapes. If you are unable to fix these to all items then please use an indelible pen. You will need to mark tights and underwear too. (Please be aware that the indelible pen will not last long as the chemicals we use in the wash process fades it quite quickly). We also suggest that you do not bring woollen clothing or articles that need dry cleaning as we do not have the facilities to deal with these.

We have industrial size washing machines that deal with a large amount of laundry in a 24 hour period. It is important that you don't pack items that are "Hand wash" or "Dry Clean Only" as they will almost certainly get damaged.

Bedrooms and bathroom facilities are cleaned daily by the housekeeping team.



19. Hairdresser

Our visiting hairdressers are:

Curly Tops

Michelle Mason – Mobile No. 07931 636473

Carol Hasan – Mobile No. 07766 135087

Michelle visits on Mondays and Thursdays and Carol visits on Tuesdays, Wednesdays and Fridays. Our Salon is open and accessible to all family members and friends as well as staff and members of the public.

Prices are on the wall in the home but as a guide a shampoo and set for residents is about £7.50 (January 2012 prices). A full list of prices for residents can be seen at Appendix 2

NB The hairdressers are independent and not employed by Quantum Care. We do however check qualifications, public liability insurance and suitability as they rent a room on our premises.

20. Optician

You may arrange to see your own optician, but if you prefer not to travel a visiting Optician comes to Fourfields. This is:-

Home Eye Care Ltd

627D High Road

Seven Kings

Ilford

Essex

IG3 8RG

Tel: 02085906666

Fax: 02085901999

Appointments are arranged by the Duty Manager. The cost of this service is payable directly to the optician.

The Optician can engrave glasses with your name for safety if you wish. It is a really good idea to get this done as glasses can easily be lost.

NB This service is independent and not a part of Quantum Care's service.



21. Dentist

You may arrange to see your own dentist, but if you prefer not to travel a visiting dentist comes to Fourfields. This is:

**The Dental Centre
4 Station Road
Cuffley
PottersBar
Hertfordshire
EN6 4HT
Tel: 01707 872236**

Appointments can be arranged by the Duty Manager. The cost of this service is payable directly to the dentist.

The dentist can engrave dentures with your name for safety if you wish. This is an excellent idea as dentures are vital and easily muddled up.

NB This service is independent and not a part of Quantum Care's service.

22. Chiropody

Chiropody treatment is available via your GP if you have a medical need; you will be assessed for this service which is free of charge. If however you do not qualify for NHS treatment and wish to have your feet professionally attended, a private Chiropodist visits Fourfields.

**Lee Lewis
Tel: 07999541969**

Charge: £12 per treatment



23. Health and Safety and Fire Precautions

There are notices explaining the fire procedure on the walls around the home. We test the fire bell regularly for safety. A carer will explain fully what to do if there is a fire in the home.

We never ignore a fire alarm. We leave the property immediately using the fire exits and do not come back into the home until it is safe to do so. If a fire is discovered, people can press the break glass fire alarms to set the fire alarm off, and leave the building immediately.

Everyone's safety is important to us. All of the Quantum Care buildings have a regular health and safety visit to look for any possible problems. All problems are put right.

We have risk assessments for any possible risks in the building. Residents are asked where possible to help to risk assess their rooms and their activities. These risk assessments help us all to decide how to keep ourselves as safe as we can but still live our lives with some freedom. We do not want to stop people having a good time or being independent. There are health and safety procedures available on request. Staff are happy to give help and advice in this area.

24. Maintenance

If you see any faults that need repair please tell a member of staff as soon as possible and it will be attended to promptly. All contractors work in a safe way when on site. Tools and chemicals are kept safely. We try to maintain our buildings with the least disruption to residents as possible.



25. Having Your Say

There are resident meetings held regularly. These meetings are a chance for you to discuss any concerns or questions you might have. We also have a resident survey that is sent annually.

Fourfields review their internal procedures and effectiveness throughout the year. Residents may be asked to help us do this so that we can keep improving our services.

26. Confidentiality

There is a small workstation on each unit. All personal files are stored safely in a locked area. Personal Records include things like your contract, benefit details, care notes, health information, care plans and information about your past.

We have procedures about how we keep your personal details safe and you can see these if you want.

Residents have the right to read and access their care plan and notes whenever they choose, excluding any information from a third party like a doctor. You may have a copy of any Quantum care recordings or plans if you wish.

Staff will not divulge any information to other people without your permission.

In exceptional circumstances where the Health and Safety of a person is at risk, information normally considered as confidential will be passed onto appropriate agencies and professionals on a need to know basis. Our rules on this are available in an accessible format if you want to know more.



27. Complaints

“We welcome your views”

This procedure can be made available in other languages and formats on request. Please contact Quantum Care Limited at the address given below.

At Quantum Care we seek to provide a high standard of care in our services for older people.

Our customers' views are important to us and help us to ensure our services are consistently meeting peoples needs. If you are dissatisfied with any of our services we need to know.

Quantum Care assures you that service users and their families will not be victimised or have their services withdrawn/reduced for making a complaint in good faith.

If a complaint alerts us to possible abuse or neglect of service users we always forward details to Health and Community Services who then co-ordinate the investigation and monitor outcomes. Quantum Care co-operate with Health and Community Services in respect of complaints, investigation and resolution. Additionally, Quantum Care may invoke their Staff disciplinary procedures where a complaint indicates that our Staff may have been directly at fault.

If you wish to make a suggestion

Often people feel happier about making a suggestion for improvement rather than entering in to a more formal complaint. Anyone receiving services and their friends and family may make a suggestion at any time.

Who to contact

In the first instance you should speak to the Home Manager or Duty Manager at the Home providing the services. Often our homes have a Comment/Suggestion box that you can use if you wish. If the suggestion is something that Quantum Care as a company needs to consider you can send it in writing to:-

The Director of Operations,
Quantum Care Limited,
Freepost,
Welwyn Garden City,
Herts,
AL7 1BR
Email: S_Cheekoory@quantumcare.co.uk
Telephone No: 01707 393293
Direct Line: 01707 368236
Fax No: 01707 368228



What will happen?

This will depend on the nature of your comments, but any action required will be communicated to you if you provide your contact details.

If you wish to complain

We accept complaints from anyone receiving a service from Quantum Care. We will also accept complaints from a representative acting on a service user's behalf. If a service user needs the assistance of an advocate, Age UK provide a free and independent advocacy service. They can be contacted on their information line 0845 6013446 (local rate). We will endeavour to provide interpreters if required.

We have a two stage process for complaints:

Stage 1

Who to contact

You should first bring your concerns to the attention to the Manager of the Home or service that you are receiving. Complaints may be made by telephone, email, personal visit or letter.

If the complaint concerns the Home Manager, you should contact the Director of Operations at our Head Office. The contact details appear below.

What will happen?

The service will acknowledge your complaint in writing or in a format accessible to you. The letter will confirm the name of the person investigating your complaint, which would normally be the Home Manager. A report on the outcome will be given both verbally and in writing. Complaints to the Home will usually be dealt with in 10 working days. If you are not satisfied with the outcome of your complaint you can move on to stage 2.

Stage 2

Who to contact

The Director of Operations,
Quantum Care Limited,
Freepost,
Welwyn Garden City,
Herts,
AL7 1BR
Email: S_Cheekoory@quantumcare.co.uk
Telephone No: 01707 393293
Direct Line: 01707 368236
Fax No: 01707 368228

Complaints may be made by telephone, e mail, personal visit or letter.



What will happen?

The Director of Operations or one of the senior team will contact you if your communication is not in writing, to clarify a complaint. An investigation will then be carried out by one of the senior team at Head Office. The Director of Operations will write acknowledging your complaint and tell you who is investigating on his behalf. In most cases we will provide a written response within 20 working days. This will include an account of the investigation, clear findings and recommendations where necessary.

Further steps

If at any stage you are not happy you can refer your complaint to Health and Community Services. This should be addressed to:-

The Client Relations Manager
Health and Community Services
(SFAR209)
Farnham House
Six Hills Way
Stevenage
SG1 2FQ
Telephone: 0300 1234042

Complaint forms are available. A form can be posted to you or accessed via Hertfordshire County Council's website www.hertsdirect.org

You also have the right to take your complaint to The Local Government Ombudsman. They can be contacted at:

Phone: 0300 061 0614 or 0845 602 1983
Email: advice@lgo.org.uk
Post:
PO Box 4771, Coventry, CV4 0EH
Fax: 024 7682 0001
Internet: www.lgo.org.uk

Mobile: text "call back" to 0762 480 4299

NB. The Local Government Ombudsman cannot consider your complaint if it has not been dealt with by Quantum Care first. Also, they are not able to consider complaints where the complainant is instigating legal proceedings.



Even though The Care Quality Commission cannot investigate an individual complaint their role is to develop and improve services. You may inform them of your complaint for information purposes at any time. They can be contacted at:

Care Quality Commission
National Correspondence
Citygate, Gallowgate
Newcastle upon Tyne NE1 4PA

Telephone: 03000 616161
Fax: 03000 616171

“Quantum Care expects the highest standards of conduct from all its employees and will treat seriously any concern that a customer may have”.

Revised April 2012



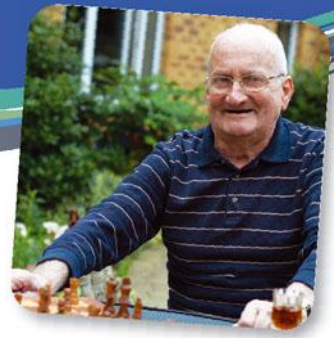
Appendix One

Fourfields Fees and Charges

The current fees for the Home were reviewed in April 2012 and will remain fixed at this price until and including March 2013.

High Needs	£580.00 per week
Dementia Care	£670.00 per week

Cheques to be made payable to Quantum Care Ltd



Appendix Two

Curly Tops Price List for residents

Senior Citizens (Ladies)

Shampoo & Set	£7.50
Cut & Blow Dry	£15.00
Wet Cut	£7.50
Dry Cut	£7.50
Blow Dry	£7.50
Perm & Set	£25.00
Colour	£15.00

Senior Citizens (Gentlemen)

Cut	£7.50
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