

Fourfields



Statement of Purpose

Fourfields
Rosedale Way, Flamstead End
Cheshunt EN7 6HR
Tel: 01992 624343
Fax: 01992 789807
E mail: fourfields@quantumcare.co.uk

www.quantumcare.co.uk

October 2010 – This document is available in other languages and formats on request. Please contact the home manager for details



Objectives

- To provide Person Centered Care to all our residents.
- We aim to deliver high quality care by supporting our residents, and involving them in decisions relating to their personal needs and care planning.
- We offer specialist care to people living with Dementia.
- We aim to identify the needs and abilities of each individual person living with dementia, and to plan positive strategies for a beneficial outcome.
- We aim to work together with families, local professionals and other agencies.
- We provide short stays.
- We provide activities, outings and social gatherings.
- We will accept emergency admissions following a pre-admission assessment.

1. Name and address of registered manager

**Arifa Kapasi
Fourfields
Rosedale Way
Flamstead End
Cheshunt
Herts
EN7 6HR**

The Home Manager of Fourfields is Arifa Kapasi.

Arifa has worked in the care industry for over 18 years where she began as a care worker supporting young adults with learning disabilities. After marrying and moving to London she worked within the voluntary sector providing advice and information to individuals within the community.

Over the last 10 years Arifa has successfully managed 2 home care agencies, mostly caring for the older person within their own home.

Arifa holds an NVQ Level 4 Registered Managers Award and has attended various other training courses which have enhanced her abilities and supported her within her roles.

2. Name and address of the registered provider

**Quantum Care Limited
4, Silver Court
Watch mead
Selwyn Garden City
Herts
AL7 1TS**

3. The Staff Team At Fourfields:-

The management team comprises of, a Home Manager, Deputy Manager, 2 Administrators, 5 Day Care Team Managers and 3 Night Care Team Managers. We have a large team of Carers, Housekeeping staff, a Chef Manager and catering staff.

All staff are CRB and POVA checked before they are able to commence employment. Two written references are taken up (one is always from the last employer)

Staff undertake mandatory training such as, Moving and Handling, First Aid and Fire Safety.

4. Dementia Care Training

All of our staff working with people with a dementia have had specific training.

Our first level course is a basic introduction to dementia care. This course is normally held within the home and new staff members complete it within the first six weeks of employment.

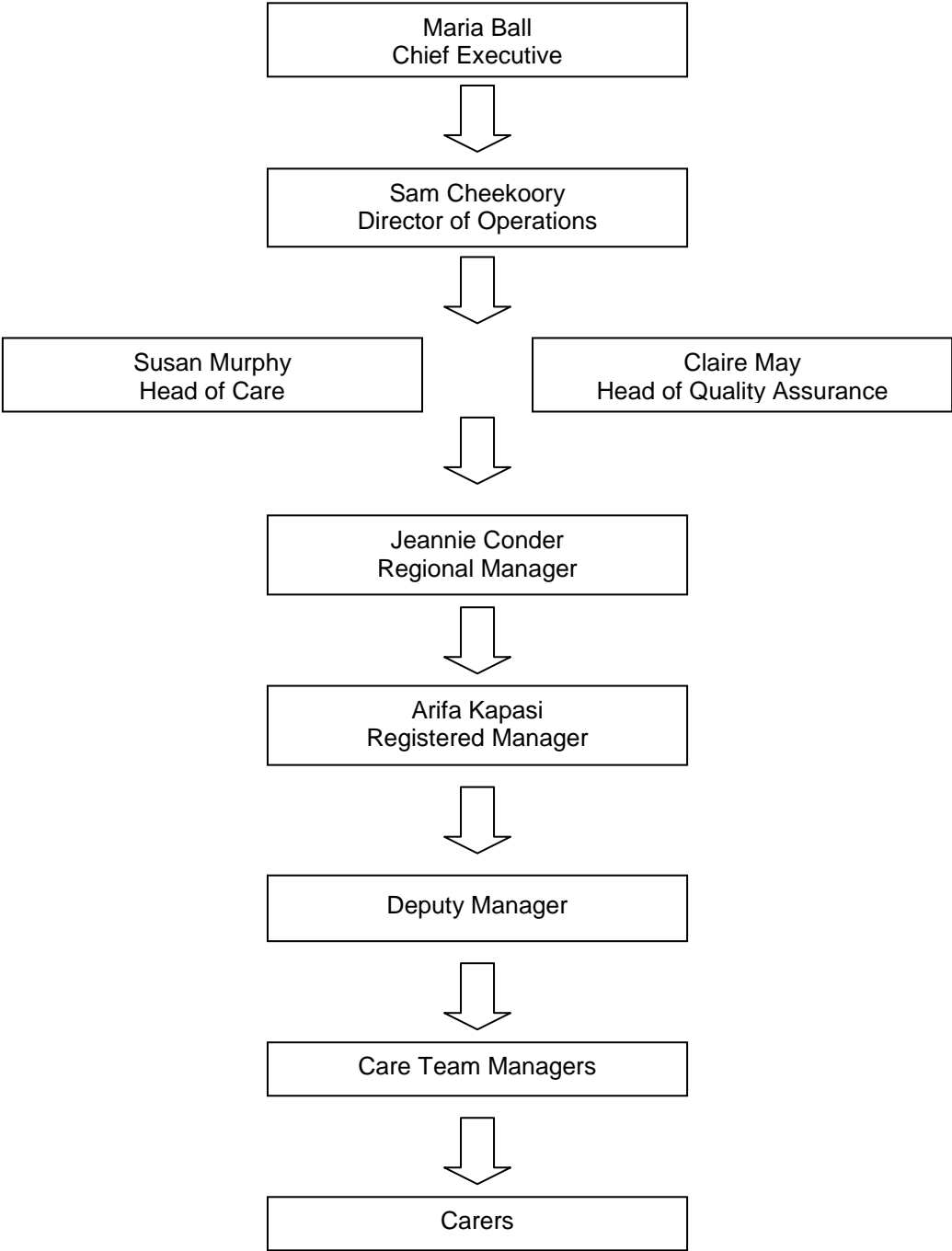
Staff can then attend a two and half day intermediate training session. This training goes into some detail about the different types of dementia and how they affect the individual. This involves the completion of a general project on dementia, and an additional project, concentrating on an individual with dementia. They spend time finding out about the unique life biography and the issues important to the person and their care. They look for ways of enhancing their well-being, and keep a diary of the things they have done and whether they were successful. The course is designed to give a better insight and understanding of behaviours, and helps staff to look at practical ways of assisting people.

The third training course is a twelve-module course called The Certificate in Dementia Care. This course looks in depth at the different types of dementia, and how they affect people. The aim of this training is to enable all staff working on a dementia unit to have a better understanding and insight of the disease. Again project work and hands-on experience is used to help staff learn.

We also have 'Dementia Care Mappers' in our home. Trained by The Bradford University, Dementia Group Mappers use a special set of judgement tools to look at how staff interact with residents. Mapping is normally done in pairs and involves spending time in one of our dementia units, for anything from two to five hours. This time is spent observing up to five residents in short five minute intervals. Staff learn to look at ways of enhancing and maintaining the well-being of residents with dementia. We also hold annual dementia talks in some of our homes. These talks are open to all relatives, visitors and staff.

Families please ask for our brochure 'Your Journey – Dementia Care Services' or find it on our website www.quantumcare.co.uk.

5. Organisational Structure



6. Age Range and Gender of Service Users

Fourfields is registered for 52 older men and women. There is no age restriction as long as the primary care need is age related. There is an age restriction of 65 years and over if an applicant has additional specialist needs such as dementia or physical disabilities. We can only admit residents under 65 years with specialist needs if we apply for a variation to our registration. This may be possible in individual cases and we would consult CSCI, our registering body. This would take a short time to organise. A fee is payable for the variation.

7. The Range of need the home is intended to meet

We specialise in dementia care. The home is registered to take people with physical disabilities and dementia but there is an age restriction of 65 years and over for people falling into these two categories.

The home will accept people that do not require nursing services outside of what the local community nursing services can offer. We care for people with a vast array of health problems and sensory disabilities. Admission is agreed following assessment. We also provide palliative care.

The home is able to meet the cultural and religious needs of the local community. We work with families and carers to gather background information to help us to achieve this.

We offer Short stays, day time activity and emergency care.

8. Dementia Care

Fourfields has been awarded Hertfordshire County Council's accreditation for dementia care. This means we are recognised as a home providing Person Centered Care to our service users who live with dementia. Hertfordshire Contracts Department regularly inspects us to ensure we meet their accreditation standards.

We are committed to Person Centered Care and actively promote this approach. All staff are trained, and our philosophy is that care is given and offered as a right not a privilege.

We ensure care plans are compiled with the person concerned and their family to reflect the unique biography of the person. Care plans are designed to ensure that the physical, social and emotional needs of the person are known and that well-being is promoted. Residents are encouraged to make choices in all aspects of daily life wherever possible. We try to ensure continuity of previous life patterns and preferences and do all we can to preserve our residents quality of life. Hertfordshire County Council publish full standards their accredited homes are expected to meet. These are available in the foyer of each home and on our website www.quantumcare.co.uk

9. Nursing Care

Nursing Care is not provided at Fourfields. If nursing assistance is required, the community nurse, following a referral from the General Practitioner, would provide it.

10. Criteria for admission

For admission to Fourfields, please contact the Manager of the home directly.

If you are being funded by Adult Care Services they must contact the home and refer you.

An 'Assessment of Need' is carried out by the Home Manager (or Adult Care Services if they are funding the care package).

Anyone requesting admission will be invited to visit the home with their family, advocate, or a friend.

All formal referrals will need to have:-

- **RC1 Service Request** form available from the Home Manager and on our website www.quantumcare.co.uk

For applicants funded by Adult Care Services:-

- **ACSf673a(EPD)Specialist Assessment for a Person Moving into 24 hour Care.** (This form is required if an applicant is being funded by Adult Care Services for either long or short term care)
- **Risk Assessments / Handling Assessments** to be attached by ACS if required..

NB: depending on the assessed needs, we may ask for additional information from other professionals to assist with the process

We can not offer admission to:

- People who require long-term nursing care that the community nursing service can not deliver at Fourfields.
- People who are acutely ill and need hospital care.

Following an application, we will inform you by letter if you have been successful. If your application is unsuccessful we will give the reasons why.

If you are living with dementia and have been offered a service at Fourfields, we ask for the following additional form:

- **Family History Form** which is available in the home or on our website www.quantumcare.co.uk

This needs to be completed by the family to assist the staff to provide suitable care.

Everyone is asked to sign a Contract on admission that sets out the terms about notice periods etc.

A standard trial period of six weeks is offered to everyone to help them decide whether they wish to continue living at Fourfields and if the home can meet their individual care needs. This period of time can be extended to accommodate individual's wishes if required

The home accepts emergency admissions at the discretion of the Manager

11. Leisure

The Activity Co-coordinator provides a range of leisure activities and opportunities for group participation. Each service user has a variety of activities available to them each week.

The activities include playing skittles, quizzes, board games, musical movement and in-house entertainment.

A monthly list of activities is placed on the notice board in each bungalow.

12. Consultation

Service users' meetings are held monthly and provide an opportunity for all residents to have a say in the running of the home.

A home forum is held annually where service users, relatives, friends and professionals are invited. These forums gather opinions and deal with any concerns families might have.

There is an annual survey to gather comments and give us the opportunity to create an action plan for improvement.

We also host talks on Dementia from time to time. They are advertised in the home when planned. These are presented by Sue Harrison, Learning and Development Manager or one of the senior team. They are always well attended and interesting.

13. Fire Precautions

The home has an up to date fire risk assessment and an evacuation procedure for both day and night.

Staff and service users are involved in twice yearly evacuation drills. The home has weekly fire alarm checks and a fire prevention officer visits annually to inspect the premises.

All the main doors and bedroom doors have half hour fire doors. Smoke detectors are fitted in every room and these are checked regularly.

14. Religious observance

Arrangements will be made for religious observance, in accordance with the expressed wishes and practices of the current resident group.

Fourfields encourages and makes arrangements for service users to attend the place of worship of their choice in the community if this is their wish.

A monthly church service is held in the home by different ministers, service users can receive communion in the privacy of their room if they wish. See our 'Residents Guide' for more details.

15. Visitors

Friends and family are encouraged to visit Fourfields.

Staff welcome the information family and friends can give about a service user's past life. This helps to plan the care and activities the service user most likes.

The front door to the home is secured at all times. To gain entry, the doorbell must be used and to exit a coded keypad operates. Visitors are asked to sign in and out of the building for health and safety reasons. If a fire broke out we would need to know which visitors are in the building at any given time.

We offer services to those living with dementia but all service users are able to walk around the home and access the garden as they wish. Visitors do need to be cautious about allowing people that are moving around the home freely to leave the building unescorted. This could put people at risk.

16. Complaints Procedure

“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 Adult Care Services who then co-ordinate the investigation and monitor outcomes. Quantum Care co-operate with Adult Care 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_Stevens@quantumcare.co.uk
Telephone No: 01707 393293
Direct Line: 01707 368208
Fax No: 01707 368283

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_Stevens@quantumcare.co.uk

Telephone No: 01707 393293

Direct Line: 01707 368208

Fax No: 01707 368283

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 Adult Care Services. This should be addressed to:-

The Client Relations Manager
Adult Care 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 March 2011

17. Review of service users plan

The service users 'Care Plan' is a document that details the care that the individual requires and how it is to be delivered.

This is reviewed by the care staff in the home at least once a month. A monthly summary is recorded to update and reflect changing requirements and current objectives for health and personal care.

A more detailed review is completed annually, usually at a review meeting when family and professionals will be invited to attend. Reviews can be held more often if needed. A resident, their family or a professional may request additional reviews during the year if required.

18. Facilities and services including the number and size of the rooms.

Fourfields is purpose built and has 52 bedrooms. Average room sizes are as follows:

Lounge: 5.6 x 3.8 metres

Dining Room 4.3 x 4.4 metres

Bedroom 2.7 x 3.3 metres

The home comprises of 6 bungalows connected by walkways, each bungalow has a separate lounge, dining area with kitchen, bedrooms and bathroom's. Accommodation is all single bedrooms. The bathrooms are all fitted with assisted baths, handrails for ease use, pull cord for alarm system.

The home provides a varied menu and can cater for special dietary needs, both medical and cultural. Drinks and snacks are freely given throughout the day and night.

There are company menus supplied to all Quantum Care homes which are nutritionally balanced. These menus can be changed substituting the main ingredients to suit local preferences. There is also the facility to cater for individual preferences.

All communal areas are designed as no smoking areas. If a service user wishes to smoke they must do so in their own room and following a Risk assessment. Any staff or visitors who wish to smoke must leave the home and smoke outside away from the building.

Following an assessment, if service users are able to self medicate, they will be fully supported to do so.

On admission all service users are allocated a key worker. This worker will be responsible for ensuring the agreed care plans are kept up to date and reviewed regularly. They are responsible for co-coordinating the care and keeping informed of any

developments. For suitable health care, service users are registered with a local GP, Dentist and Opticians as required. An optician, private chiroprapist, district nurse, social worker and community psychiatric nurse all visit the home. A dentist will visit by arrangement if someone is immobile.

Hairdressers visit the home each week.

All residents have an inventory of all personal possessions they bring to the home.

A telephone is provided for service users' use. Special adaptations for those with hearing impairment would be added if required.

The home is surrounded by a very pleasant garden which is enclosed and planted with lots of shrubs and plants. There is furniture on the patio area, and the garden is wheelchair friendly.

19. Specific therapeutic techniques

If residents require any specific therapies then these can be made through the referral process.

20. Arrangements for dignity and privacy

Each person has their own room and if they wish they can hold a key to that room. In every room a lockable space is provided for personal possessions.

We have a knock and wait policy where staff knock on a service user's bedroom door and wait to be invited in.

GP and other professional consultations are carried out in the privacy of the service user's room.

The views of the service user are taken into account in all areas of care; the care plan reflects residents' choice. Personal care is carried out on an individual basis and all service users' preferences will be accommodated wherever possible.

All staff are trained to read care plans and carry out as far as possible the service user's wishes. Service users are addressed by their preferred name.

Service user's views are sought through one to one conversation, bungalow meetings and at reviews.

The care plan will record any special arrangements for personal care.

21. Service Users' Comments

“The activities are great I just wish the weather would lighten up so we can go out again”

– Len

“The food is good I look forward to meal times”

– Reg

“I love the food can't you tell? I've put on weight since I came here”

– Maureen

“I enjoy the activities, especially the quizzes”

– Doris

“The food is fine – I love the stew, give me more stew: chicken, pork or beef stew I'm not fussy!”

- Maud

“Me, oh I take part in everything. I just don't understand why I don't have to pay for things, I keep being told it's free”

– Lucy

“I don't take part in the group activities except for bingo, I look forward to that”

– Joan

“The food is good, I'm very happy with the service here I can't grumble about anything. I enjoy the activities as I get to meet other residents and it keeps the old grey matter working”

– Dorothy

“I really enjoy Sunday afternoons dancing and music. I like to entertain and to dance so the other residents can throw money at me”

- Maureen

“The armchair exercises are fun; I can't do it all but I join in where I can”

- Eileen