

Greenacres



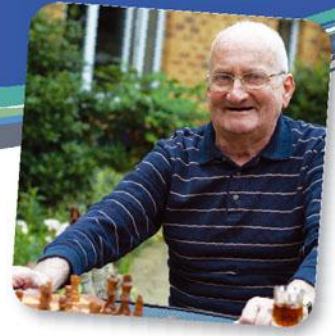
Residents' Guide

Greenacres
Wellfield Close
Hatfield AL10 0BU
Tel: 01707 280500
Fax: 01707 280561
E mail: greenacres@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 Greenacres, you will probably have a lot of questions to ask. 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

Greenacres' bedrooms all have en suite toilets and wash 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. 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, but 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 inform you about when they will take place).

Quantum Care has 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 as it is not included in the fees. 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.

Fees for all our services appear as Appendix 1.

Please also see our website www.quantumcare.co.uk and look in the "Family section" for more detail about looking after your valuables in a care home.

4. The Care at Greenacres

Before you arrive at Greenacres 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 Greenacres or can be downloaded from the 'Family Pages' of our website at www.quantumcare.co.uk

There are four full time Care Team Managers, a Deputy and Home Manager that 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 Greenacres offers the agreed care.

There are staff available 24 hours a day.

The day shift operates between 7.30am – 9.30pm.

The night shift is between 9.30pm and 7.30am.

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 be discussed too if any changes are made.

6. Medical Care Arrangements

When you move to Greenacres, 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 Greenacres 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 we will need advance warning if you are due in for a long 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 Greenacres. You will be given a lockable area in your room for storage. The Greenacres 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, and 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 with no 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 by yourself, then please bring it as you like it.

Our administration times are

- **9.00am**
- **1.00pm**
- **5.00pm**
- **9.00-10.00pm**

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 given to staff on duty to pass on to you with your newspaper each day if you have one. Someone will help you read it if needed. If you are unable to deal with your mail it will be held for your named relative to collect and manage on your behalf.



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 Greenacres are as follows:-

Breakfast - 9am – until finished

Lunch - 1.00pm

Dinner - 5.00pm

Supper is given in the evening as requested but someone will always offer if no request is made.

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 your 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.

Please see our website www.quantumcare.co.uk and go to the “Family section” for further details about Hospital escorts.



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 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 ask your guests that when visiting the home not to allow residents to leave that may be in danger alone.

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 Greenacres.

13. Newspapers and Periodicals

If you want a daily paper delivered to you the staff at Greenacres can order it from the local newsagent if you wish. Our local Newsagent is:-

Martins
12 High View
Hatfield
AL10 8HZ

One or two working days notice is required by the Newsagent to get the arrangement in place. Just let a member of Greenacres staff know before you arrive. Greenacres collect the money for 'Martins' and bills are raised monthly. Please make cheques payable to Quantum Care Limited.



14. Leisure at Greenacres

At Greenacres we have a packed leisure timetable. We employ 3 activity workers for 24 hours a week.

See our notice board for a range of interesting things to do.

Books and Libraries:

Greenacres unfortunately do not have a visiting Library service.

Our local Library is:-

Hatfield Library
Queensway
Hatfield
Hertfordshire
AL10 0LT

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)

Hatfield Library opening hours

Monday	09.00-20.00
Tuesday	09.00-20.00
Wednesday	09.00-20.00
Thursday	09.00-20.00
Friday	10.00-20.00
Saturday	09.00-16.00
Sunday	Closed

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



15. Religious Worship

We have fortnightly Church of England services at Greenacres. The local Catholic Priest calls in regularly and Holy Communion is offered. If you would like to continue attending your local church then it may be possible that one of your congregation could collect you. The churches local to Greenacres are:-

St Johns Church C of E (Hatfield)

Contact The Vicar

Bishops Rise

Hatfield

Herts

AL10 9BZ

Phone: 01707 262689

Web page: www.stjohns-hatfield.co.uk

Any religious requirements will be accommodated wherever possible including dietary requirements.

16. Smoking

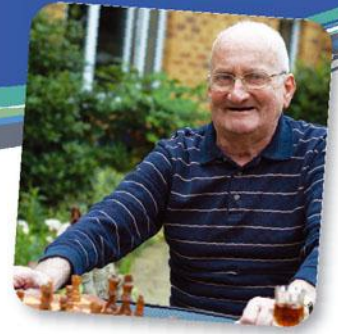
Guests can smoke, but to comply with recent legislation we ask that you smoke only in the designated areas. Your visitors are not able to smoke in the building. If you are a smoker for safety we ask that you bring only natural fibre clothing, as these have more fire retardant properties than man made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

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. Sewing these name tapes into clothes can be very time consuming. There is an alternative called a Tag-it system. This is a push on button used to hold the nametape in place. These are an effective, cheap anchor and very quick and easy to use. See our website 'Family' section for details of how to order Tag-its. Order forms are also available in our homes. For underwear and other close garments you may want to use the sewing method or an indelible pen. (Please be aware that the chemicals we use in our wash process fades indelible pen very quickly and consequently names will only be legible for a short time). Iron on name tapes can be used on close garments but are liable to become dislodged after a time.

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 are cleaned daily by the housekeeping team.

19. Hairdresser

Our hairdresser is: -

Sheila Durrant

(Sheila's full contact details are available at Greenacres for customers)

She visits on Tuesday all day. Hairdressing prices are on the wall in the home but as a guide, a shampoo and set is about £7 (Mar 08 prices)

NB The hairdressers are independent and not employed by Quantum Care. We do however check public liability insurance and suitability.



20. Optician/Hearing Loss

You may arrange to see your own optician but if you prefer not to travel, a visiting Optician calls in at Greenacres.

John Snelgrove
Enhanced Optical Services
Flat1, Glenblower Court,
Hatfield Rd
St Albans
Hertfordshire
AL4 0UH

Tel: 01727 843867

This company provides an on site service to help assess levels of Hearing Loss/Visual Impairment using the most up to date equipment.

Appointments can be made via Greenacres or directly with the Optician. 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 Greenacres.

Richard Clarke
01923 246925

Please ask in the office as appointments are arranged by Greenacres. 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 may be available via your GP, and you can be assessed for this service which is free of charge. If however you do not qualify and wish to have your feet professionally attended to there is a private Chiropodist that visits every 8 weeks. Her details are:-

Charles Cadogan
Abbots Langley Podiatry
76 Station Rd
Kings Langley
WD4 8LB

Mobile: 01923 261468

Appointments can be arranged by Greenacres, and cost of this service is £10 per treatment.

NB This service is independent and not a part of Quantum Cares service.

23. Health and Safety and Fire Precautions

There are notices explaining the fire procedure on the walls around the home. We test the fire alarms each week to help everyone. A carer will explain 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 every 3 months by the Unit Manager. We like to know your views so we can improve our service to you.

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

26. Confidentiality

All personal files are stored safely in a locked area. Personal Records include things like your personal service agreement, 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 3rd 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



28. Useful Contacts

Quantum Care Head Office

4 Silver Court
Watch mead
Welwyn Garden City
Hertfordshire
AL7 1TS
Tel: 01707 393293
Fax: 01707 368250
E-Mail: info@quantumcare.co.uk
Website: www.quantumcare.co.uk

Health and Community Services

Herts County Council
Farnham House
6 Hills Way
Stevenage
SG1 2FQ
Tel: 01438 737400



Appendix One

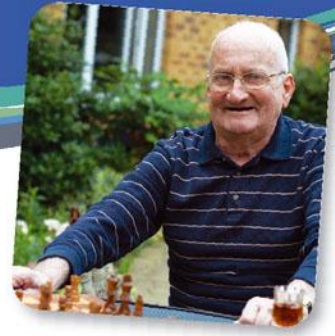
Greenacres Fees and Charges

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 £590.00 per week

Dementia Care £700.00 per week

Cheques to be made payable to Quantum Care Ltd



Appendix Two

Hair by Sheila Price List

Hairdressers for Senior Citizens, Specialising in Hairdressing for people with Dementia

Senior Citizens (Ladies)

Shampoo & Set	£7.00
Shampoo & Blow Dry	£7.00
Cut & Set	£14.00
Cut & Blow Dry	£14.00
Cut Only	£7.00
Permanent Wave (Including Cut & Finish)	£30.00
Semi or Permanent Colour (Including Cut & Finish)	£30.00

Senior Citizens (Gents)

Cut Only	£7.00
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For more information please contact Sheila Durrant