

Garden City Court



Key Information Guide

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*January 2022
This document is available in other languages and formats on request. Please contact the Home Manager for details*

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Introduction

Garden City Court is a modern, purpose built care home, featuring the latest in design and equipment to enable people to live as independently as possible, with support where needed. Positioned in a quiet residential area in Letchworth, the home is just minutes from local shops and amenities and benefits from excellent transport links, with the A1M just minutes away by car.

Garden City Court is part of the Quantum Care family; a family that forms a not for profit Community Benefit Society. The first of our core values is that *“Our residents are at the heart of all we do”* and that is why we are committed to ensuring our residents and their families receive the best quality service and environment we can offer.

This guide is designed to give you key information about Garden City Court. For information on fees and our terms and conditions, please refer to the **Indicative Fees Guide** and the **Care Home Contract**, both of which are available on the website www.quantumcare.co.uk and in the home.

Services

At Garden City Court, we provide a range of care services including the following:

Residential Care

This type of care is designed for older people who might be finding it difficult to cope at home without assistance. Garden City Court provides accommodation with 24 hour personal care and support.

Dementia Care

This type of specialist care is delivered by highly trained staff for those who are living with dementia. We provide 24 hour personal care and support in a supportive environment.

Respite Care

In many cases, residential care may only be needed for a short time, for example to enable family or carers to have a break. This service is also available to those who may be recovering from an illness or operation. We provide 24 hour care in a safe comfortable environment from just a few days to as long as you need.

Palliative and End of Life Care

With the support of local Frailty Nurses and the MacMillan team, we provide 24 hour care and support for those who are living with a terminal illness, as well as those who are at the end of life.

Facilities

- Best Friends Café
- Shop
- Cinema
- Hair and Beauty Salon
- Kitchen facilities available to families
- TV lounges

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- Quiet lounges
- Landscaped gardens
- Full Internet access/Wi-Fi
- 75 bedrooms within 5 separate households
- Fully furnished bedrooms and own furniture welcomed
- En-suite toilet and shower facilities in every bedroom
- Telephone and TV point in bedroom
- Nurse call monitoring system
- On-site laundry
- On-site catering
- Full lift access
- Visitors' on-site parking
- Secure access to building

Your New Home

Garden City Court is divided into five separate households across three floors, each comprising of 15 bedrooms. Each household benefits from a large open plan living space, comprising an inviting dining area, lounge, relaxation areas and a central island-style kitchen. The home is spacious and light, with all households having access to external spaces, either with direct garden access or to balcony areas.

In the main central area on the ground floor, there are many communal areas available for your use including a hair and beauty salon, shop, cinema room, and Best Friends Café where residents can sit and chat with friends and family over tea, coffee and cake. If you enjoy the outdoors, the home has a spacious central courtyard with raised flower beds where you can enjoy a spot of gardening, or simply relax and take in the beautiful surroundings.

When you move into Garden City Court, we want you to feel completely at home. All of our bedrooms have en-suite facilities including a toilet, sink and walk-in shower. They are fully furnished with a bed, bedside cabinet, chair, curtains, carpet, wardrobe, chest of drawers and television. They also have telephone points and internet connectivity.

What is most important however is making the room personal to you, so we encourage you to bring along the things that matter to you such as pictures, family photos, ornaments, small items of furniture etc... (please note that fire regulations apply).

Care Tailored to You

Understanding all about your life history, your needs and the people and places close to your heart will help us to ensure that the care and support we provide is designed especially for you. Just like our staff teams, our residents come from a diverse range of backgrounds, with different likes and dislikes but what matters most, is that we respect your right to live as you choose.

Before you come into the home, a member of our care team will carry out a detailed assessment to ensure that we can provide the service that you require. When you move into the home, we will

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work closely with you and/or your loved ones to create an individual plan of care which is personalised to your exact needs and wishes. As you continue your stay with us, this care plan will be regularly reviewed and updated if things change.

Your Care Team

At Garden City Court, our whole team is passionate about ensuring residents receive the best care and support, and that they live happy and fulfilled lives. Each and every member of the team receives first class training and is provided with ongoing support to help them develop and thrive in their career.

Our team is led by the Registered Manager Melissa McNeilly with support from a Deputy Manager. Both Managers have extensive experience within the care industry.

Our care teams are proactive in the care that they give and are always available regardless of the time of day or night. Our households have capacity for a maximum of 15 residents each, and usually our staffing levels consist of 3 to 4 experienced Careworkers (who have or are working towards achieving a Level 2 in Health and Social Care) in each household during the day, and one experienced Careworker in each household at night time.

Each household is currently managed by a Care Team Manager with or working towards a Level 3 in Health and Social Care qualification. These Care Team Managers will lead the care team in their household and also throughout their shift. There are two Care Team Managers both daytime and evening and one during the night. They will also be responsible for assessing whether additional care and support is required for residents.

In addition, we have a 24 hour nurse call system installed in all our residents' bedrooms and throughout the home. We also make use of automated monitoring technology to monitor movement in and out of bed which alerts care staff to any possible issues or concerns which could require staff to intervene.

Residents are able to choose whether they are attended to by male or female Careworkers.

Please note that the actual level of care that each resident will receive in our home will depend on their individual care needs.

Your Leisure

Keeping busy and active is important for both mental and physical well-being, which is why we have a broad range of activities on offer at Garden City Court and a dedicated Activity Team. When you move into the home we will take a detailed record of your life history, including your likes, dislikes, previous hobbies and interests. We will then create an activities programme which is suited to you.

Our Activities Team put on a wide range of events and activities, from arts and crafts, to exercise programmes, gardening and cooking clubs, games, quizzes, parties, film nights and days out, so there is something for everyone. We also provide gentle activities such as hand manicures or pampering sessions for those who prefer a quieter approach to life.

Your family and friends are welcome to come and join in with what's going on at the home. We have regular entertainment and events which they can attend, or they may prefer to pop in and join you for coffee in the Best Friends Café or a stroll around our beautiful gardens. A full list of events can be seen on the board in the reception area and in each household.

We also ensure that our residents remain connected with the local community, with regular trips out to local places of interest. We also have many community groups coming into the home such as schools, churches, clubs and societies.

Religion and Culture

Religion, nationality and culture can have a major influence on many parts of life including how and when you worship, your preferred music, food, clothes and everyday routines. At Garden City Court we welcome residents from all backgrounds, and we will do everything we can to support you to pursue your religious and cultural needs.

Medical Care Arrangements

Medical care at Garden City Court is provided by our local General Practitioner (GP). If you are local to the area and wish to remain with your current GP, then they can continue to visit you at the home. Otherwise, we will arrange with you to be registered with our visiting GP practice.

Garden City Court does not provide nursing care and we therefore do not employ nurses. We do have access to District and Frailty Nursing services if you need them however, and can arrange them on your behalf.

If you are coming to Garden City Court for a temporary stay and your present GP is willing to visit you while you are staying with us, then he or she will be most welcome. If your GP cannot visit we will help you register as a temporary patient with our GP for the duration of your stay.

If you have an external appointment, you will need to arrange to be accompanied by a relative, friend or your representative. If they cannot be contacted or decline to attend, then we are under no obligation to arrange for a member of staff to accompany you. If we do provide a member of staff to attend with you, we will charge you for their time at a standard rate of £15 per hour, which the Home Manager will discuss in advance with you or your representative.

Medication

When you come to live at Garden City Court, we can manage your medication for you. When you move in, you will need to bring all your medication with you and we will then arrange for your prescriptions to be dispensed directly to the home and administered by one of our trained staff members. If you normally manage your own medication, you can continue to do so and you will be given a lockable area in your room for storage.

Personal Belongings and Money

All bedrooms have a lockable container or drawers which can be used to keep personal items secure. If you wish to make purchases at the home such as toiletries, sweets or hairdressing, then you can

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either keep your money in your locked container or drawers, or you can book it into the home's safe and we will pay for purchases on your behalf and keep receipts to show what has been spent.

For all personal furniture, belongings and any valuable items, you will need to organise your own personal insurance policy.

Dining Arrangements

Food is not only vital to health and well-being, but can also be one of life's greatest pleasures. This is why we place a huge emphasis on good nutrition and the eating experience as a whole.

At Garden City Court, all of our meals are home-cooked by our experienced on-site catering team using fresh ingredients, sourced locally where possible. Our menus are prepared centrally to ensure they meet the highest nutritional standards. They are then personalised in each home to suit the tastes of residents. You just need to tell us what you like and dislike, and whether you have any dietary requirements, and our chef will ensure that there is a choice of nutritious and tasty meals on offer for you.

All of our kitchens produce a variety of menu choices every day and are experienced in meeting a range of health, ethnic and religious dietary needs. In addition to our regular mealtimes, there are a range of snacks and drinks available all day so there is always something on offer whenever you fancy it.

Standards of food safety and hygiene within care homes are measured by the Food Standards Agency, an independent Government department. Garden City Court has the highest Food Hygiene rating of 5 stars.

Visitors

Due to the Covid-19 pandemic we are now operating an appointment only system for visitors, who should contact the home to arrange a suitable date and time for their visit. They will be taken through the new visitor process which has been designed to keep everyone as safe as possible. We thank everyone for their support and understanding during this difficult time.

Pets

At Garden City Court we have a resident cat and some rabbits.

For many of our residents, their pet is an important part of family life. If you have a pet, then please discuss this with the Home Manager who will determine whether your pet is suitable for the home and whether the home is able to accommodate it. Due to the nature of communal living this may not always be possible.

Newspapers

If you like to keep up with the latest news, then we can organise a daily delivery of your chosen newspaper from our local newsagent. The cost of newspapers is payable weekly to the newsagent and we will forward payment on your behalf.

Post Arrangements

Post is received at the home via the main office. Your mail will then be separated and delivered to your room. If you wish, we can keep it safe in the office for your family/representative to collect on your behalf.

Smoking

Residents can smoke, but to comply with recent legislation we ask that you smoke only in the designated areas (this may be an outdoor area). Your visitors may only smoke in designated outdoor areas. All smokers must ensure they place their cigarettes in the appropriate bins and ensure they are extinguished.

Laundry

At Garden City Court we have an in-house laundry service for personal items of clothing. When you move to the home, we ask that all items of clothing are clearly labelled with your name. The home is equipped with a thermal-heated labelling system and the Housekeeping team can label up to 50 items of clothing and footwear for a small charge of £10.

Please note that our washing machines are industrial machines that wash at high temperatures. This means that thermal heated labels are the only type which will endure these temperatures. It also means that we are unable to wash clothing which either requires dry cleaning or is made of delicate fabrics such as silk or pure wool.

Additional Health Care Services

At Garden City Court we have regular visits from the following external professionals:

- Chiropodist
- Dentist
- Optician

These professionals are independent and are not employed by Quantum Care. Prices are available on request. If you prefer to use your own contacts for these services, we can help you arrange this.

Please note: Some people may be entitled to free health services through the NHS.

Beauty and Grooming

We also have regular visits from the following:

- Hairdresser
- Nail Technician

These professionals are independent and are not employed by Quantum Care. Prices are available on request. If you prefer to use your own contacts for these services, we can help you arrange this.

Health, Safety and Fire Precautions

Everyone's safety is important to us. All Quantum Care buildings have regular health and safety visits to ensure our premises are safe for residents, staff and visitors. We also have regular fire drills to ensure that everybody knows what to do in the event of a fire.

When you move into the home, a member of the team will take you through all the health, safety and fire procedures that will keep you safe.

Confidentiality

The nature of our service means that much of the information you provide to us is personal and sensitive. We respect your right to privacy and dignity and we will handle your information in a way which preserves your rights, and is in accordance with the Data Protection Act and GDPR regulations.

For more information about how your personal information is stored and used, please speak to the Home Manager.

Quality Assurance

We want to ensure that we are consistently providing you with a quality and personal service that exactly matches your requirements and that's why we want you to tell us if there is something we could do better.

Internal Quality Monitoring

We have a Quantum Care Quality Team who regularly audit each home to ensure that standards are being met and delivered. The Regional Manager also attends the home monthly to monitor quality of service.

Care Quality Commission

All care homes are registered by the Care Quality Commission, the independent regulator of health and adult social care in England. The CQC monitor, inspect and regulate services to make sure they meet fundamental standards of quality and safety. Garden City Court was inspected in May 2021 and was awarded 5 Good ratings which gives an overall rating of **Good**.

Compliments

If you feel that we are doing things well, then we would welcome your feedback. This gives us an opportunity to thank members of staff who are involved in delivering your service.

Complaints Procedure

If you wish to make a complaint about any aspect of the service at the home, you can follow the Complaints Procedure which will be given to you at the home, or can be downloaded at www.quantumcare.co.uk.

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