

Business Update 'Unity In Care Ltd'

A spring message from Bev Garrett



Hello all, well Spring is now well on its way. We are

all looking forward to the light nights, and to sit outside in our t-shirts on the sunny evenings, to have BBQ's and have a glass 'of something'.

Internal Staff Promotions:

I would formally like to announce that there are 3 existing members of staff that I have now promoted to :-'Senior Care Workers' these are

Allan Coleman: Sara A Hunter and Pauline Picard. These have been given additional responsibilities due to their experience and present level of capability. I realise that I have been so busy, but by having another level of seniority it does give a better platform for staff to be able to 'escalate' - issues, problems and concerns. The Senior Careworkers report directly into me, and we meet regularly to discuss any concerns.

They are all aware of the 'effective management statement', and how they are expected to work within it. In addition to this they shall be helping with client spot checks, informal supervisions, and any other duties that are required.

3 goals for the next quarter are: 1. No missed calls

- 2. Sickness/absenteeism
- 3. Staff conduct/issues around
- communication with each other

For more details see page 2/3**Supervisions:**

These are always on-going. There are occasion due to staff sickness/ absence that I have been unable to conduct these as routinely as I would have liked. However, it now seems that everyone has decided that there is no need to turn upthis is not acceptable, and we must sharpen up around this.

Company Awards / Xmas Party:

The Christmas Party was well attended and everyone had fun. It really is a great opportunity for me to recognise staff, and to present various awards to you. Take a look at page 5 for the results from last years client 'staff nominations'. It really is good for us to know that clients do notice the extra things you do, and willing to nominate you. It is so nice to be appreciated for all that we do.

The 'Social Care Commitment':

As you know you all have received several e-mails from the office requesting that you all register and sign up on 'The Social Care Commitment' website. Although, this is certainly not mandatory it is

very much something that we as a company would like to support. There are 7 statements, all vou need to do is to select 1 item from each of the 7 statements (well more if you want).

I know that Julie has sent out status messages and e-mails of encouragement-to promote this initiative.

The website is very easy to navigate and use. However, if you do need help around thisplease call in the office, and we will do what we can to assist.

Ouality Care Commission (COC)

As many of you know we have had 'a full inspection' based on COC new inspection framework.

Many of you, and our clients have been approached. The official report shall be available to us shortly, and as usual when we receive it-this will be shared with you all.

Finally, I do hope that we as a company go from strength to strength-learning from our mistakes—which will help us all 'to become a more effective team of carers'.

> **Bev Garrett** Managing Director

Volume 7, Issue 3 **March 2015**

> *Team work / goals* Page 2/3

Age UK—Scorecard Page 3

Staff Training Status/ Matrix Page 4

> 2014 Xmas Party Page 5

2014 Staff of the Year Award Page 5

INSIDE THIS ISSUE:

Answers 'your questions' UIC Care Co-ordinators	2
Team Work Goals / Results <i>Continuous Improvement Program</i> <i>Bev Garrett</i>	2/3
Age UK Scorecard Source: Homecare February Newsletter	3
Staff Training Update/Matrix Julie Williams	4
2014 Staff Nominations Awards <i>Julie Williams</i>	5
2014 Xmas Party <i>Julie Williams</i>	5
Bits, Bobs & bumpf	6

Things to do and places to go

Staff Notices *le welcome*

WELL DONE 'YELLOW TEAM'

Team Goals/Results:

Kofi Amponsah **Connie Cunningham** Asvaldo Lattimore

and hope they will enjoy working with us, and become an integral part of the company

COMING SOON:

- Next Issue June 2015
- Improvement Programme
- Senior Care Worker/s Articles
- Social Care Commitment

All staff will be sent details of when they will have an appraisal. Please make a note of these, as when staff 'forget to show' this causes rework, frustration and 'cost to the company'

Appraisals

in having to re-schedule. If unable to attend on the given date-contact the office.

In addition, you will be sent a pre-self assessment form-this needs to be completed and returned to the office 4 days prior to appraisal date (or at very least bring it with you on the day).

Two documents that are sent out are: 'A guide to objective settings', and 'why do we have appraisals'. These are aimed in preparing for appraisal, and to give ideas around your own Bev Garrett 01252 544423 self development.



'April-June 2015'

April 2015

Challenging Needs

May Working in a Care Setting

June

Moving and Handling

Staff will be invited, but if you would like to confirm that you are going to be included contact :

Page 2

□ Yellow Team

Red Team

CONTINUOUS IMPROVEMENT PROGRAMME TEAM GOALS AND OBJECTIVES— 'raising the bar'

Green Team

Maroon (Office)

As usual part of our 'continuous improvement programme' includes team goals, and the aims of these are to tighten up on our 'weaker areas'. The team goals that were set for last quarter were:

- 1. No late or missed calls/double up no shows
- 2. Sickness/Absenteeism/Personal absence
- 3. Staff conduct/issues around communication with each other

There were a total of *338 pieces of feedback* over 'the goals' above. Please see bar graph on page 3 which will give you the categories that these goals covered off. However, the high level breakdown of the feedback is:

1st : 'YELLOW TEAN	1' =	36
2nd : BLUE/mgt	=	53
3rd : RED TEAM:	=	100
4th : GREEN TEAM:	=	149

WELL DONE TO 'THE YELLOWS !!

Out of the **338 pieces of feedback 114 of these related to late calls**. However, 77 of these the office were able to keep the client informed. Bev actually rang 35 of these in to the office. So, this still mean that 37 were telephoned in by our clients.

As the Manager is actively involved in keeping the office informed, some of the feedback went under the management category so the 'team colour' may not be as accurate as it has been in the past.

There was a total of '33 missed calls' of these 21 were recorded from clients (notified too late to even try and send alternative staff), and a further 12 recorded from staff. Again, too late to do anything about. Missed call are definitely <u>'unacceptable'</u> - we need to look more closely at our rota's, to ensure that we know what we are doing, and who we are working with. Making sure that our planning is prior to the work, and certainly not just minutes before you are due to attend the client/s.

We have recently sent out a letter to all clients notifying them of the procedure to use when 'staff are late'. We have asked them to ring into the office, bearing in the mind the 1/2 hour either side. In doing this it may give us a chance to eliminate the **'missed calls'**.

'Staff sickness/absenteeism, personal absence', was another goal from last quarter.

159 Staff sicknesses, and a further 10 absences due to personal issues. This

would also account for the majority of late or missed calls, as the staff sickness is generally rang on the morning that staff are scheduled to do the calls—*for further breakdown by team colours see graph on page 3.*

'Staff conduct/issues around communication with each other' that was set.

For the 3 months that these goals were over, there was a total of 12 staff conduct/ issues. 3 of these came by way of feedback from client. However, they were dealt with and there is no further action required for further breakdown by team colours see graph on page 3.

As you can all see—we still need to improve around our timekeeping, and most definitely to eliminate those 'missed calls'. However, I am hoping now that we have made our clients 'more aware' of the very simple process, that we can now try to be more pro-active in ensuring that we do not have the volume of 'missed calls' that we have experienced of late.

> Bev Garrett Managing Director

CARE CO-ORDINATORS—ANSWER YOUR QUESTIONS

Question 1:

The clients' home file is now getting overloaded with 'completed sheets'. What should I do?

Staff Care Co-ordinator reply:

Every 8 weeks or so staff should ensure that completed domiciliary care contact, medication and duty task sheets are collected, and given to the office for filing in the clients folder.

However, before staff take from the clients home double check that the clients name is on 'each and every sheet' that you are returning to the office.

This will ensure that when various client forms are given to the office—we shall be filing the forms in the 'correct client office files'.



NEWSLETTER & WEBSITE FEEDBACK

We are confident that you would like to contribute to future issues, or a topic that you would like to see included. Maybe an idea to our company website. Please call into the office; telephone (01252 544423) or email jwilliams@unityincareltd.co.uk

Question 2:

I have noticed that the clients' home file is now 'rather tatty/worn'. What should I do?

Staff Care Co-ordinator reply:

Mention this to the office, and they will ensure that another one is made up. As soon as the folder is ready the member of staff will be informed. This will then ensure that a client home folder remains in the home until the documentation can be transferred over into the new home file. Staff to return the 'tatty/worn' folder back to the office.

Let us all remember that our staff and our documentation reflects our company. So be aware, if things 'look tatty'—take responsibility and 'do something about it'. We cannot keep thinking 'oh someone else will notice, and deal with that'!

OPPORTUNITIES & TENDERS

As you all know we have *gained the Hampshire tender for children*. We continue to look and apply for 'potential tender opportunities'. We shall update staff with any new developments on the 'tender front'.

Question 3:

Can I change a shift on the rota with my colleague/s?

Staff Care Co-ordinator reply:

Yes, but there are a couple of things to remember:

- The staff who is arranging the shift change must inform the office/manager immediately so that the rota is amended to show who is going to do the call/visit.
- The one agreeing the swap must realise that they have now taken on the responsibility, and duty of care to ensure that the call/visit is attended.
- Ensure that you know the client, and are aware of the care plan for example: is the client one you have worked with before, is it a complex care package, is it a double up—if so who is the double up partner and where/when to meet up with them.

2015/2016 BUSINESS PLAN/Policies & Processes

Our business plan is to improve our work environment, ensure that all policies and procedures are updated and new ones put in place if/when they should be necessary. The policies are all available to view, so call into the office.

Business Update

Volume 7, Issue 3

Number of feedbacks

39 38 37 36 35 34 32 31 30 29 28 27 26 27 26 25 24 23 22 21 20 19 18 17 16 15 14 Green Managem 13 12 Red Yellow licknes sickn nissed nissed conduct or i nduct or ou dn sonal ou dna ersonal oersonal conduct or conduct or conduct or staff staff staff

Team results by 'COM's and SF's - team goals November to January 2015

The charity reports that taking into account additional funding of **£1.4 billion** received from the NHS, the total amount spent on adult

mecare.co.uk

taf.

сом

social care for older people has **dropped by** more than £1 billion in the last five years.

taff

сом

The study by the charity revealed that the amount of older people aged 65 and over receiving social care and support has decreased by **40% since 2005**; the results further revealed that the number of **people aged 65 and over has increased by more than 15%**.

Director of Age UK, Caroline Abrahams said: "This devastating scorecard speaks for itself, and it lays bare the fact that our State funded social care system is in calamitous, quite rapid decline. "The more preventive services like meals on wheels and day care are being especially hard hit, leaving the system increasingly the preserve of older people in the most acute need, storing up big problems for the future.

"Hundreds of thousands of older people who need social care are being left high and dry. The lucky ones have sufficient funds to buy in some support, or can rely on the goodwill of family, neighbours and friends. But there are many who are being left to struggle on entirely alone."

Age UK revealed that more than 900,000 people aged between 65 and 89 have a requirement for

support and social care services, but these needs have not been met, whilst the number of older people receiving home care has **decreased by more than 30%** and the number of **day care vacancies has dropped by 66%**.

Ms Abrahams continued: "Today, many hospitals are finding it hard to discharge older people and commentators are asking why this challenge seems to be growing, year on year. A big part of the explanation is revealed by this scorecard: the marked decline in central Government funding for social care and the resultant reduction in support for older people to live independently at home – this at the same time as their numbers are rising.

"Until recently the impact of the decline in social care has been relatively hidden, but social care is a crucial pressure valve for the NHS and the evidence of what hap-

pens when it is too weak to fulfil that function is clear for us all to see."

In addition to the number of people aged

65 and over receiving home care decreasing, the number of older people receiving meals on wheels support has fallen by **63%**.

Hundreds of people aged 65 and over in the UK are struggling to carry out daily tasks such as getting out of bed, washing, dressing and using the toilet with one third of those not receiving any support.

Age UK launches social care 'score card' highlighting increasing need for care

сом

staff

The 'score card' study revealed that **80%** of all older people who needed help to take medication do not receive support and more than **60%** of people who need help eating were required to struggle on their own.

taf

Ms Abrahams said: "The Better Care Fund is very welcome, in so far as it is encouraging local health and care services to work together with other community services to improve their support to older people living with frailty. However, the £3.8 billion is not new money and the projected savings from reductions in emergency admissions are very optimistic.

"So policymakers owe it to the public, older people especially, to confront the crisis in social care and its consequences.

Above all, this scorecard makes clear that for any policymaker to acknowledge the need for investment in the NHS while omitting to mention social care is not good enough, and will ultimately not solve the problems facing the NHS either."

> Source: Homecare February 2015 Newsletter



staff

Page 3

Page 4



We've made the Social Care Commitment Working together to provide quality care and support www.thesocialcarecommitment.org.uk @carecommitment



As you all know that Unity in Care Ltd as 'a company' has signed up to the Social Care Commitment, and it is hoped that you all will.

Signing up to the Social Care Commitment is an easy process. It involves agreeing to seven statements, and selecting tasks you are going to do to uphold the statements (in fact many of these tasks, you will already be doing within your day to day care/support roles). On completing your 'sign up' to all seven statements, you will get a personal development plan and a certificate—both of which can be downloaded, saved and printed. This really does demonstrate not only 'our company', but that our staff are 'fully supportive', and that we really do care 'about our 'commitment to social care'.

To date we only have 3 staff 'signed up', and a further 8 that have registered but not finalised the sign up. The clients' certainly recognises the work that you all do, see just a few of our company results below.

So come on, for those of you that have not registered and signed up—(approx. 38 of you) **please** do spare just a few minutes, and continue to show Unity in Care and our clients your support.

Julie Williams Business Administrator

· Conducts staff culture questionnaire yearly 88.2% of clients felt they had built up · Staff nomination out to every client yearly b) trusting and meaningful relationship · Formal staff recognition- 'carer of the year' with their care/support worker c) · Standard agenda item-covers a client section, and is included 'at all' staff meetings · Defined 'the culture' of the business, stringent 96.7% of clients would 'reand safer recruitment process employ the staff that have Regular individual/group supervisions been assigned to them? Skills matrix—management knowing their staff · More stringent procedures and expections around 97.2% of clients didn't have staff mandatory training programme modules any concerns around staff All staff having attained NVQ/QCF 2 or 3 (or training needs higher). Non qualified staff are all working towards.

WHAT WOULD YOU DO AND SAY in these scenarios ?

Scenario 1:

I arrived at my clients and she/he was not at home. What do I do?

- After knocking once-I would simply walk away and do nothing more!
- b) If I have access to clients' home, record the date/time on the communication sheet that I had arrived. Contact office or out of hours mobile, and complete my timesheet anyway.
- c) Ensure that I wait at least 15 minutes (after the time that the client is expecting me). Then leave and do nothing more.

Scenario 2:

My double up partner talks down to me in front of the clients. What should I do?

- a) Get defensive put him/her in their place.
- b) Burst into tears.
- c) Wait until I have left the clients home, then approach my colleague.

Scenario 3:

I have noticed there is no care plan in the client home folder. What should I do?

- a. Think to myself-I know this client and what I'm supposed to do.
- b. Inform the office at the first opportunity.
- c. Oh, one of my colleagues will notice.



This is the current status of **'all staff'** (up to the 9th February 2015). Take a look for your name and see how you are doing. As you can see there are 14 modules of mandatory training. You have all

received the 'Training Diary', and it is crucial that you attend these to ensure you continuity of work. Otherwise, Unity in Care will be unable to allocate future assignments. A particular module of training may be marked up that you have completed. However, you will still be expected to attend any 'refresher modules' that are organised.

Volume 7, Issue 3

2014 XMAS PARTY AND CLIENT 'STAFF NOMINATIONS AWARD'

Once again the Christmas Party was very well attended. A great time was had by us all. This event certainly gives everyone the opportunity to 'get together', out of the work environment and chill out.

This event is also used as an opportunity to present the yearly client '*Staff Nomination Awards' for 2014*.

Our clients continue to support this initiative. We had **55%** of our client base return these voluntary staff nominations (5% up from last year)—and hopefully next year we will see even more clients return them.

It does prove how special each and every one of you are in their lives—so let us all remember that throughout the coming year.

Our **congratulations**, and a big **'well done'** goes out to the winner and runners up, and to all those that were actually nominated (list below).



A big well done to THE WINNER-

1st place for second year running to "Gundevi Pun"





3rd place "Sara-Anne Hunter"



Each year this **'get together'** gets better attended. Once again, I think I can speak for all of you **'a great time was had'**. It's also an opportunity that we can 'try out' the various food that we have each contributed, from the different cultures that we come from. I have to say, that I for one have become 'more adventurous'-in sampling food from the Caribbean, Nepal and the Phillipines.

Good food and drink coupled with good people and music means "*Happy Times*",







By popular request we asked for Jeffrey to DJ the Christmas Party, as he had done in previous years. Our thanks really do go out to him—he is <u>our</u> <u>number one DJ</u>², who always provides us

'Jeffrey Bowlin'

with such a great selection of music—(he has even converted my

We did have a "photo bomber" on the night, she did 'seem' to be everywhere the camera was. However, this is the 'best shot I could find of her'.

husband!).



Can you GUESS WHO?

left to right : 'Guna, Marife and Gemma' (and who else?)



left to right: 'Debra (the phantom photo bomber) Marife, Guna and Gemma'

I would like to acknowledge 'Bev' the manager, and her continual backing to the clients 'staff nominations' initiative - from the manpower resource that this requires to conduct, to the stationery and postal costs, to the 'carer of the year' recognition trophies etc. It really does go without saying that you 'the staff' are not only special from the 'clients that you support', but also from 'the manager' of the company that 'employs you all'.

Each year we look forward to what the year ahead might bring. However, for us—we must continue to have great teamwork, good communication, and total reliability—this is what is going to keep Unity in Care on top of their game, and in a stronger position to compete with our competitors.

This year we are all going to strive to work towards maintaining the 'good reputation of the company' that has been built up, and in doing this will be 'expanding our client base' as we go along.

Julie Williams Business Administrator

Page 5

ts, bobs 'n' bumpf



'Unity In Care Ltd' Looking for a 'function room'?

We have a very spacious and

is appropriate for various

activities. Accommodating up

to 40 delegates, and is situated

on the first floor. Partitioning

is available if required.

Conferences

• Demonstrations airy conference facility which • Exhibitions

- Meetings
- Seminars
- Training

Situated within easy access from the M3, 331 and the

Workshops

If you would like further information contact:

A325.

01252 544423 or

e-mail info@unityincareltd.co.uk



Looking for some extra support for your child?

The Saturday school is expertly run by qualified, driven teachers Angela Coleman and Nichole Lattimore. It helps to bring together different cultures in a very friendly and pleasant environment.

The success of the school can only be attributed to the dedication of Angela's and Nichole's deft organisational skills where they ensure all sessions are immaculately prepared to each year group's specific educational needs.

The focus is on the core subjects, Maths and English so any mathematical or literacy problems encountered in mainstream school can be addressed in the Saturday sessions. This extra 'tuition' is invaluable, and ensures our children keep up with the school curriculum.

For more information please contact:

Angela Lightbody-Coleman 🖀 0793 9881854

Are you looking to hire a function room / hall for that special birthday, christening, wedding event?

West Indies Association Hall

Queens Road, North Camp, Aldershot.

For further information:

Contact Bev Garrett on 07850 092991

Many thanks to the following contributors:

Beverlev Garrett Julie Williams

Editor: Julie Williams

'Idea for a Mother's Day Gift'

Why not create your own mini-world full of lush and beautiful plants to brighten up vour 'mothers' day—**'by** making her a terrarium'?



You will need:

- A clear glass jar, vase or bowl
- Rocks, pebbles or recycled glass chunks - Activated charcoal
- Potting soil appropriate for your plants
- Figurines, sticks or decorative items (optional) Various small plants
- A scoop, spoon or shovel; scissors; gloves

For the plants, the sky is the limit, but generally look for tiny plants that you can get inside your jar. To ensure that your terrarium will be successful, keep succulents and cacti together and fern and tropical plants together, because they require different amounts of water and soil. You'll want cactus soil for the succulents and regular old potting soil for everything else.

STEP1: Prepare the container. Remove price tags or stickers from your jar, wash both inside and out. Imagine how you want to arrange your plants inside the jar

STEP2: Add your drainage layers. Fill the bottom of container with rocks or pebbles. This is to create a false drainage layer so water can settle and not flood the plant. The depth of rocks totally depends on the size of your container, aim for 1/2" to 2".

STEP3: Add the activated charcoal. This charcoal looks exactly like what you would expect it to and it's messy. Sometimes it comes as small granules other times it comes as shards - either works. You don't need much, just enough to cover the rocks. The charcoal will improve the quality of your 'little world' including reducing bacteria, fungi and odours.

STEP4: Add soil. Cactus and succulents need a special soil compared to most other plants, so be sure to get the appropriate bag depending on which plants you're using. Add soil so plant roots have plenty of room to fit and then grow.

STEP5: Plants. Take your plant out of the pot and break up the hard soil ball. Using a spoon, your fingers or even a pencil, dig a well to place your plants roots in.

STEP6: Add Accessories. After you're done, you can add little things like a blanket of moss (dried or living), little figurines, glass beads-this is your work and you can put whatever you think 'mum' would like in the terrarium.

STEP7: Clean and water. You will likely have dirt all over the sides of the container, so wipe down both the insides and outside. Give the terrarium a little water, just a couple of shots of water.

Care notes:

* Monitor plants water needs based on how dry the soil is. If you used a container with closed lid, if water is dripping down from the top, open the lid to let some evaporate. If it looks parched then add a little water. You shouldn't need to water them very often.

Happy Mother's Day **Sunday 15th March**

What do people do?

Mother's Day, or Mothering Sunday, is now a day to honour mothers, and other mother figures, such as



grandmothers, stepmothers and mothers-in-law.

How are you going to make that 'special effort'. Some of us will take cards and gifts, whilst others may treat to brunch, restaurant or hotel, some of us would prefer to make 'a gift'.

The more traditional of us may decide it will be a cake, flowers, chocolate, clothing or jewellery -whilst others may decide that they will not give a physical gift, but choose to treat their mother or grandmother to a special meal, beauty treatment or even a fun outing.

Whatever we all decide, an important part of 'Mothering Sunday' is the acknowledgment 'the giving of a card' - it's a great time to 'show' all those mums out there, how and why they are appreciated, and loved so much. However, I'm sure the majority of them already know how much they are loved ! I KNOW I DO



Treat 'that special Mum' to a beautifully prepared lunch this Mothers' Day at 'Legacy Farnham Hogs Back Hotel'.

Enjoy a 3 course carvery with coffee, and all Mum's will receive a gift.

Lunch is served from 12pm-4pm Dinner is served from 6:30pm-9.00pm

Adults cost £18.95 per person Children: Under 2's free, aged 2-10 years £8.50, 10-14 years £11.95

For more information and to book your place please call 08444 119041 or e-mail events@farnhamhogsbackhotel.co.uk

Volunteers wanted:

We are looking for volunteers to help with Elegantly Aged, our Saturday Community Club for the over 50's. If you would like to participate or contribute to this venture, please give us a call on 01252 544423 between 11.00am-5.00pm (Monday-Friday).

Disclaimer:

Statements and opinions expressed in articles, reviews and material within this newsletter, are not necessarily the views of the Management of 'Unity in Care Ltd'