

# Statement of Purpose



## College Fields Nursing Home

College Fields Close, Barry, Vale of Glamorgan, CF62 8LE

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[www.collegefieldsnursinghome.co.uk](http://www.collegefieldsnursinghome.co.uk)

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# Contents

<b>Description</b>	<b>Page</b>
Aims and Objectives	3
Philosophy of Care	4
Home Owner /Manager	5
Home Organisational Structure	6
Staff Training	7
Accommodation	8
Admission	8
Privacy and Dignity	9
Smoking and Alcohol	9
Fire Safety	9
Religion (Worship/Attendance at Religious Services)	10
Contact with Family and Friends	10
Residents Plan Review	11
Restraint	12
Complaints	13
Therapeutic Activities	14
Outings	15
Volunteers	15
Monitoring and Quality	15

**This document has been written in accordance with the Care Standards Act 2000. The document will be reviewed annually unless circumstances dictate that it should be reviewed earlier.**

## **Aims and Objectives**

We, the management of College Fields Nursing Home, with over 21 years experience, pride ourselves on offering a highly professional nursing service, with the personal touch. We are pleased to accept Residents for long term and respite care.

As far as we are concerned all our residents deserve cherishing. They require a home where individuality is emphasised, with staff who have time to give attention to small detail, and where they have the choice of enjoying some social company or their own privacy.

- PRIVACY:**                    **The right of a Service User to be left alone and undisturbed (unless this is detrimental to their health and well being).**
- DIGNITY:**                    **The understanding of a Residents needs and treating them with respect.**
- INDEPENDENCE:**        **Those who are able to make their own decisions and think and act for themselves.**
- CHOICE:**                    **Giving a Service User the opportunity to select for themselves from a range of alternative options.**
- FULFILMENT:**            **Enabling the Service User to realise their own aims and helping them to achieve these goals in all aspects of daily living.**

## Philosophy of Care

The Management of College Fields Nursing Home aims to provide its Residents with a secure, relaxed, and homely environment in which their care, well being and comfort are of prime importance.

Nurses will strive to preserve and maintain the dignity; individuality and privacy of all Residents within a warm and caring atmosphere, and in so doing will be sensitive to the Residents ever changing needs. Such needs may be medical/therapeutic (for physical and mental welfare), cultural, psychological, spiritual, emotional and social. Residents are encouraged to participate in the development of their individualised Care Plans. We will work with the residents to develop their individual plan of care.

This will be achieved through programmes of activities designed to encourage mental alertness, self-esteem, and social interaction with recognition of the following core values of care, which are fundamental to the philosophy of our Home:

Core Values of Care		
Privacy	Dignity	Choice
Dependency		Fulfilment

All Care Staff within the Home will be appropriately qualified to deliver the highest standards of care. A continuous staff-training programme is implemented to ensure that these high standards are maintained.

## **Home Owner/Manager – Name, Experience, Home Address and Communication Information**

### **Name:**

Rachel Kemp (Matron/Manager)

### **Experience:**

Elderly care, Wound Rehabilitation and Palliative Care.

### **Qualifications:**

Registered Nurse level 1

Diploma in Therapeutic Massage

Diploma in Welfare Studies

Registered Manager N.V.Q level 4

### **Address of Home Owner/Manager**

Middlepatch Limited

College Fields Nursing Home

College Fields Close

Barry

Vale of Glamorgan

CF62 8LE

Telephone: 01446 747778

Fax: 01446 741104

E-mail: [info@collegefieldsnursinghome.co.uk](mailto:info@collegefieldsnursinghome.co.uk)

Web site: [www.collegefieldsnursinghome.co.uk](http://www.collegefieldsnursinghome.co.uk)

### **Care Speciality of the Home:**

Long Stay Care of the Elderly, Palliative Care Service User

## Home Organisational Structure

Director

Matron

Deputy Matron

Administration	Nursing	Housekeeping	Kitchen	Laundry	Diversional Therapy	Maintenance
Administrator	Floor Managers	Housekeeping supervisor	Chef	Laundry Supervisor	Diversional therapist	Head of maintenance
Administration Assistant	Qualified nurses	House keepers	Deputy Chef	Laundry		Maintenance assistant
Receptionists	Senior nursing assistants		Kitchen Assistant			
	Nursing Assistants					
	Probationary nursing assistants					



## Details of Staff Numbers and Staff Training

The home employs one Manager, one Deputy Manager, Care Assistants, Administration Team, Laundry, Kitchen Staff, Domestic and Handyman. The staff are selected for their qualities of reliability, integrity, skill, friendliness and professionalism. They are carefully screened and appropriate references are always checked thoroughly. During induction experienced qualified senior staff train all staff in-house in the following critical subjects:

- Care code of conduct
- Confidentiality
- The rights of Service User's
- Health and Safety
- Food Hygiene and Safety
- Personal Care Tasks
- Care Assistants Responsibilities
- Manual Handling
- Vulnerable Adults Awareness

All new staff will complete an induction. The home is working towards all Care Assistants holding a minimum of NVQ level 2 or QCF2 (qualification and credit framework) in Care. Staff also attend appropriate training courses for such topics as Food Hygiene, Palliative Care, First Aid, Drugs Practice etc

## **Accommodation**

The home has bedrooms.

Ground Floor – Single (9)

Double (3)(generally these are occupied as singles)

Middle Floor – Single (27)

Top Floor – Single (26)

All room sizes at least comply with the national minimum standard.

### ***Social Rooms:***

There are two lounges; a conservatory and a separate dining room and a library, all centrally heated. Residents are encouraged to use these public rooms; however, Residents who choose to stay in their own rooms may do so. Smoking is not allowed in all public rooms and, whilst generally discouraged within the home, the conservatory is set-aside for this purpose. All rooms are connected to a nurse call system for the benefit and safety of residents. All rooms have privacy locks on doors and, when requested, a lockable facility to secure valuables and personal items.

## **Admission**

Service User's interested in coming to College Fields Nursing Home are encouraged to visit the home and sample the atmosphere and level of service. A month's trial period is always given before taking permanent residency.

The home is registered to accommodate 68 elderly or palliative care residents.

## **Privacy and Dignity**

Staff are trained to strive to preserve and maintain the dignity, individuality and privacy of all Residents within a warm and caring atmosphere, and in so doing will be sensitive to the Residents ever changing needs.

## **Smoking and Alcohol**

The Home has a designated smoking area on the middle floor. With regard to alcohol, Residents and families must discuss the implications on the health of the Service User with a qualified nurse before consuming alcohol.

## **Fire Safety**

- The home has a modern Fire Alarm System fitted, with “Fire Exit Notices” and “Fire Emergency Instruction Notices” displayed at strategic points throughout the home, as advised by the “Fire Service” and our fire consultants.
- Staff are instructed during induction training with regard to the Fire Prevention/Drills Policy this includes use of the homes fire appliances, evacuation, muster points, raising the alarm, etc.
- A fire exercise is carried out weekly on each shift; this ensures all members of staff have a comprehensive understanding of their responsibilities.
- All fire systems are checked and the staff of the home trained 12 monthly by the local Fire Officer. The alarm system is tested weekly. Records are kept of all such testing as part of the Proprietor/Manager’s responsibilities.
- A qualified fire extinguisher engineer checks all fire fighting equipment annually.
- Where possible, furniture, fixtures and fittings are made of fire-resistant or fire-retardant fabrics and materials.

## **Religion (Worship/Attendance at Religious Services)**

Residents may attend religious services either within or outside the home, as they desire. If services are outside the home, the Service User can if required, arrange for transport via reception. Care staff can accompany Residents if prior arrangement has been made. A charge is made for this service.

Residents have the right to meet clergy of their chosen denomination at any time. If required, a private room will be made available for such meetings.

Monthly ecumenical services are held in the main lounge and all denominations are welcome to attend.

## **Specialist Services**

Extra services are at a nominal charge and are available to Residents on request. These include physiotherapy and hairdressing. Holistic therapies such as massage, reflexology and aromatherapy can also be arranged at cost. If any other service is required this can be discussed with any of the Senior Management.

## **Contact with Family and Friends**

Service User's family, relatives and friends are encouraged to visit the Service User regularly and maintain contact by letter or telephone when visiting is not possible. In these cases, staff will offer to assist the Service User to respond when help may be needed.

Visitors will be welcomed at all reasonable times, and are asked to let the Person in Charge know of their arrival and departure from the home. For Security and Fire Safety reasons, visitors must sign the visitor's book on arriving and departing from the Home. The main

door has a security system and a code has to be entered to gain entry. Residents and their families are informed of this number on admission.

The Service User has the right to refuse to see any visitor, and this right will be respected and up-held by the Person-In-Charge who will, if necessary, inform the visitors of the Residents wishes.

## **Residents Plan Review**

A Residents care plan will be developed. It will be reviewed at least monthly and updated to reflect any changing needs and ensure that the objectives for health, personal and social care are actioned. Any plan is developed with the involvement of the service user wherever possible.

Family and relatives will be encouraged to participate in the Service User's daily routine as far as is practicable. Residents and their Relatives are always welcome to discuss with a member of the Nursing staff if they have any concerns or comments.

The Residents Plan is reviewed at three levels:

- Daily on a shift-to-shift basis. At staff shift changeover the Service User's daily care notes are handed by the out-going shift to staff on the in-coming shift and the Service User's responses and activity patterns discussed as needed. Changes to the Residents Plan may be proposed at this point.
- At the end of the four week settling-in period.
- Thereafter a formal review is held with Nursing staff / Matron on a monthly basis.

All amendments to the care plan will require the authorisation of the Home Manager or Senior Nurse; certain amendments may require the authorisation of the Service User's GP.

All amendments to the Residents Plan are recorded in full.

## **Restraint Policy**

College Fields policy is that restraint is not permitted.

No resident is to be restrained unless under specific medication instruction with full consent of client (where possible) family, medical practitioner, consultant and nursing staff.

Clients at College Fields are allowed to take an 'educated risk' following a full assessment. A falls risk assessment is completed for each client and following discussion with client, family and medical practitioner a plan of care is situated.

If a client is found restrained then this will result in disciplinary proceedings (following College Fields Disciplinary Policy) for the person responsible for the action and the responsible nurse at the time of the incident.

## Complaints

If as a Service User, relative or visitor, it is felt that there is cause for complaint, you should first discuss the matter with the floor manager. If the matter is in your opinion, a serious one, or if you remain dissatisfied, you can record the complaint in writing to the Matron. A full investigation will be made into the complaint, and you will be advised of the outcome within 28 days after the date the complaint is made.

If after this investigation, you are still not satisfied, or if you feel that the complaint is of a serious nature and you wish to speak to a registration officer first, then you should contact the Care Standard Inspectorate for Wales, Cardiff Regional Office, 1 Alexandra Gate, Ffordd Pengam Tremorfa, Cardiff CF24 2SA

A copy of College Fields Nursing Home complaint procedure is on display and can be made available on request

## Therapeutic Activities

The home policy on “Therapeutic Activities” takes into account the Service User’s interests, skills, experiences, personalities and medical condition. The home offers a wide range of activities designed to encourage the client to keep mobile, and most importantly take an interest in life. The weekly plan is readily available on the ‘What’s on’ board situated the outside nurses’ offices on each of the floors

Our Diversional Therapist, Mrs. Pamela Foley takes sessions in the main lounge and also on a one to one basis in the Service User’s own room.



We are mindful that ‘joining in’ is not for everyone. Service User’s are offered the activities and if they do not wish to participate then that is their choice.

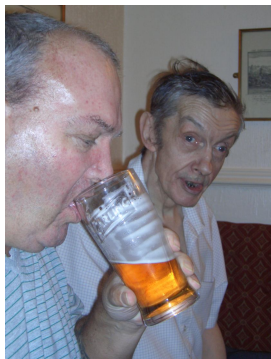


Some may enjoy the pets we have. They include two lop eared rabbits and two guinea pigs. We even have four chicken and two ducks that residents take an interest in. The cuddling and stroking of the pets brings a happiness that other activities are not able to achieve. There are also PAT dogs that visit.

Those who are able are welcome to take an interest in our award winning gardens.

## Outings

All outings are geared to Service User's needs and capabilities and due to this a limited number of Service User's can go on any outings.



Examples of outings include:

- a. Visits to local Pub.
- b. Visit to a garden Centre.
- c. Visit to a pantomime or play.

All of our Residents have their own individual interests. If a Service User has a particular interest that we can assist them in continuing we will work with the Service User to try to achieve this.

Families are welcome to join in any of the activities and outings. The mini-bus can be booked to take a Service User and their family member on an excursion. The bus can be booked at Reception for a

## Volunteers

There are several 'volunteers' who participate in quality of life issues within College Fields. The volunteers are treated as if they are full members of staff and a full screening including obtaining references and Criminal Records Bureau checks are carried out prior to the person becoming involved at College Fields.

## Monitoring and Quality

Within the Home, there are various systems, which ensure that close monitoring is maintained on all of the Home's services and procedures. Attention to the smallest detail is pivotal to everything that we do.

An important part of our quality programme is to involve the Residents and their relatives. We regularly ask for comments on the

Home, the staff and services we provide. We use an 'open door' policy, where we are happy to receive comments from Residents and their families. We also annually circulate a resident's questionnaire, which assists in assuring that we continue to provide a quality service.

We have at present no 'Residents committee' but through our newsletters ask if any Service User or family member would like to develop one. If you would like to join the committee please let matron, her deputy or a nurse know.