

Statement of Purpose



College Fields Nursing Home

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

Telephone: 01446 747778 Fax: 01446 741104

Web site:

www.collegefieldsnursinghome.co.uk

For our latest activities please visit our Facebook Page

<https://www.facebook.com/CollegeFieldsNursingHome/>

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This document has been written in accordance with the Social Services and Well-being (Wales) Act 2014 with the (draft) provisions of the Regulation and Inspection Social Care (Wales) Act 2016 in mind.

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 25 years experience, pride ourselves in 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 details, and where they have the choice of enjoying some social company or their own privacy.

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

Arrangements are in place to ensure that the home is conducted in such a manner to respect the gender, sexual orientation, religious persuasion, racial origin and cultural and linguistic background and any disability of residents in accordance with regulation 12(4)(b) of the Care homes (Wales) regulations 2002.

Welsh language: Whilst we do not have a fully bilingual staff, a few members of staff are. Whenever possible we will arrange for such members of staff to care for people whose first language is Welsh. Other members of staff are encouraged to greet such residents in Welsh.



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, wellbeing and comfort are of prime importance.

Nurses and all other staff 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. It has been found that both music and animals are stimulating for residents. Efforts are made to have entertainment at least once a week, often a concert and on other days visiting animals if possible. Art projects involving the residents are also part of the programme of events.

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.

- Privacy
- Dignity
- Choice
- Independence
- Fulfilment
- Core Values of Care

Home Manager

Name: Ms. Helen Randall

Experience: Helen started her nursing career in 1985. She has worked specifically with the Older Person since 1994 and is passionate about all staff delivering person centred care with a focus on those living with a neuro cognitive condition.

Qualifications: Registered General Nurse (RNI)

Certificate in Management Studies

Registered Manager's Award - Level 4

Dementia Care Mapper

Level 3 Award in Education and Training

Home Owner

Middlepatch Limited, Rushmoor, St Mary Church. Vale of Glamorgan CF71 7LT

Director and responsible individual: Michael Kemp

Telephone: 01446 747778 Fax: 01446 741104

E-mail: info@collegefieldsnursinghome.co.uk

Web site www.collegefieldsnursinghome.co.uk

Nurse Director: Mrs Rachel Kemp, RN1, Diploma Welfare Studies and RMA

Registered to provide accommodation and nursing care for 68 adults aged 18 years and above including people with physical disabilities

Care Speciality of the Home: Long Stay Care of people over the age of 18 and Palliative care.

Home Organisational Structure

Directors

Responsible Individual

Nurse Director

Manager (who has the day to day responsibilities for the running of the home)

Deputy Manager

Nursing Floor managers

Qualified nurses

Nursing assistants

Senior Care Assistants

Care Assistants

Probationary nursing assistants

Housekeeping

Housekeeping Supervisor

Housekeepers

Kitchen

Chef

Deputy Chef

Kitchen Assistants

Laundry

Laundry Supervisor

Laundry Assistants

Diversional Therapy

Diversional Therapists

Maintenance

Head of Maintenance

Maintenance Assistant

Administration

Administrator

Administration Assistant

Receptionists



Details of Staff Numbers and Staff Training

At the time of compiling this document the home employs one Manager, one Deputy Manager, registered nurses (14), nursing assistants (6) Care Assistants (55), Administration Team (4), Laundry (4), Kitchen Staff, (7) Housekeepers (7) and Maintenance (2). The numbers of each discipline will vary to necessitate the changing needs of residents. Above are set out the approximate number of staff employed at any one time. 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. There are adequate numbers of staff on duty for the needs of the residents 24 hours a day and there is always a qualified nurse on duty.

During induction experienced qualified senior staff train all staff in house in the following critical subjects:

- Social Care Wales Code of Practice
- Roles and Responsibilities
- Personal Development
- Duty of Care
- Equality and Diversity
- Person Centred Care
- Communication
- Privacy and Dignity
- Dementia Care
- Information Handling
- Health and Safety
- Accidents
- Confidentiality
- The Rights of Residents
- Health and Safety
- Food Safety and Hygiene
- Personal Care
- Moving & Handling
- Safeguarding
- Fire Safety and Emergency Evacuation

- Infection Control
- CoSHH
- Mental Capacity Act and DoLS

All new staff will complete an induction. Our induction follows the Social Care Induction Framework. The home is working towards all Care Assistants holding a minimum of NVQ Level 2 or QCF Diploma in Health and Social Care. Staff also attend appropriate home specific training courses for such topics as Palliative Care, First Aid, Syringe Drivers, Dementia, Tracheostomy Care, PEG Care, Continence Care, Nutrition, Diabetes, Behaviour that Challenges, Swallow and Food Texture, Venepuncture etc

Since the Home opened in 1989 the needs of the residents have constantly changed. In recent years the dependency has increased significantly and the number and training of staff has been reflected to adjust to these changing needs. The Home is not a specialist dementia or mental health home. However, it has been recognised that often, a secondary diagnosis of dementia for some residents, becomes more pronounced when their primary health needs have been addressed. As a result, we have embarked on a more active training regime for staff members in how to make such people's lives better and afford them well-being. It is also recognised that family members can find it difficult to understand changes in their loved one's condition. It is our intention to invite relatives to join staff members at some of these training sessions to help them understand changes in their loved ones.

Accommodation

The Home has bedrooms as follows.

Ground Floor – Single (9) Double (3) (although these are generally occupied as singles)

Middle Floor – Single (27)

Top Floor – Single (26)

All room sizes at least comply with the national minimum standards or the appropriate minimum standards prior to 2000 namely 9 square metres for single rooms. Most residents need assistance to move about. With this in mind, most resident's bedrooms and all bathrooms and shower rooms have overhead gantries. These are reassuring for residents as they feel safe during the transfer period and is excellent for moving and handling for staff members. It has been found that this is much more helpful to the wellbeing of the residents than en-suite bathrooms/toilets that most could not use. Every residents room has a wash basin for personal hygiene.

Social Rooms: There is a large lounge; a conservatory, 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. 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. Smoking is not allowed within the Home. Residents who wish to smoke are informed prior to admission that this is a non-smoking Home. Residents may, if they wish, smoke in the garden to the front of the Home, under the observation of a staff member, if required.

Admission

Everyone will make individual decisions whether any particular home is right for them or their loved one. Residents interested in coming to College Fields Nursing Home are encouraged to visit our Home and experience the atmosphere and level of service to help them in this decision. A month's trial period is always given before taking permanent residency.

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 no smoking policy. If a resident chooses to smoke, they can use the front garden area. With regard to alcohol, residents and families must discuss the implications on the health of the resident with a qualified nurse before consuming alcohol, but in principle moderate consumption is not a problem.

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 about the Fire Safety and Emergency Evacuation Policy. This includes the use of the Homes fire appliances, evacuation, muster points, raising the alarm etc.

A fire test is carried out weekly and a fire drill is carried out monthly; this ensures all members of staff have a comprehensive understanding of their responsibilities. All fire systems are checked and the staff at the Home are trained 12 monthly by qualified personnel. 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 firefighting 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 resident 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

A resident's family, and friends are encouraged to visit regularly and maintain contact by letter or telephone when visiting is not possible. In these cases, staff will offer to assist the resident 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 upon arriving and departing the Home. The main door has a security system and a code entered to gain entry. Residents and their families are informed of this number upon admission.

The resident 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 Resident's wishes.

Residents Care Plan Review

A resident's 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 resident wherever possible.

Family and relatives will be encouraged to participate in the resident'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 Care Plan is reviewed at three levels:

- Daily on a shift-to-shift basis. At staff shift changeover the Residents daily care notes, condition and activity patterns are discussed by the outgoing shift to staff on the incoming shift. Changes to the residents Care Plan may be proposed at this point and at the end of the four-week settling-in period.
- Thereafter a formal review is held with the resident, family, nursing staff and a Nurse Assessor from the Local Health Board, four weekly after admission and then yearly unless changes in condition require a more frequent review
- The Deputy Manager formally audits Care Plans and ensures that required actions are completed

All amendments to the Residents Care Plan are recorded in full.

Restraint Policy

College Fields policy is that restraint is not permitted except as outlined below.

No resident is to be restrained unless under specific instruction, following a Mental Capacity Assessment, a Best Interest Decision and A DoLS Authorisation. The restraint used will be the least restrictive and for the least amount of time. It will be with full consent of resident (where possible) Power of Attorney, family, medical practitioner, consultant, other involved MDT members and nursing staff. Residents at College Fields can take an 'educated risk' following a full assessment. A falls risk assessment is completed for each resident and following discussion with resident, family and medical practitioner a plan of care is formulated.

If a resident is found to be restrained then this will result in a full investigation and potential disciplinary proceedings (following College Fields Disciplinary Policy) for the person responsible for this action.

Concerns and Complaints

There will be times when the care of residents is questioned by the resident themselves or an advocate. If this is the case then everyone is encouraged to raise the matter at an early stage. It may be justified, in which case steps will be taken to overcome the problem. It may be that there are issues that residents or families are not aware of and when explained it will become apparent the reasons behind any actions. In order to progress any concern or complaint from residents, relatives or visitors, then it should first be discussed with the floor manager. If the matter is considered a serious one, or if you remain dissatisfied, you can record the complaint in writing to the Home Manager. A full investigation will be made into the complaint, and you will be advised of the outcome within 14 days after the date the complaint is made.

If after this investigation, you are still not satisfied, or if the complaint is about the registered provider and you wish to speak to a registration officer first, then you should contact:

Care and Social Services Inspectorate for Wales, Welsh Government Buildings, Rhydyar Business Park, Merthyr Tydfil CF48 1UZ

Telephone: 0300 062 8888

A copy of College Fields Nursing Home complaint procedure is on display and can be made available on request. Furthermore, complaints can be made to the Director of Social Services, Vale of Glamorgan Council, Dock Offices, Barry or the Cardiff and Vale UHB, Headquarters, University of Wales, Heath Park, Cardiff CF14 4XW

Therapeutic Activities

The Home policy on "Therapeutic Activities" takes into account the Residents interests, skills, experiences, personalities and medical condition. The Home offers a wide range of activities designed to encourage the resident to keep mobile, and most importantly take an interest in life. The weekly plan is readily available on the 'What's On' board situated outside the nurses' offices on each of the floors

Our Diversional Therapists takes sessions in the main lounge and on a one to one basis in the Resident's own room.

We are mindful that 'joining in' is not for everyone. Residents are offered the activities and if they do not wish to participate then that is their choice.

Those who are able are welcome to take an interest in our gardens that have been designed for ease of access for wheelchairs. In recent years the gardens have won several awards.



Outings

All outings are geared to residents wishes, needs and capabilities and due to this a limited number of residents can go on any outings. Examples of outings include:

- a. Visits to a local pub.
- b. Visit to a garden centre.
- c. Visit to a pantomime or play.
- d. Visit to our own 'therapy' farm with goats, donkeys, sheep and chickens.

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

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

Volunteers

There are several 'volunteers' who participate in improving our residents' quality of life within College Fields. The volunteers are treated as if they are full members of staff and a full screening including obtaining references and DBS (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 for all the Home's services and procedures. Attention to the smallest detail is pivotal in everything that we do.

An important part of our quality programme is to involve the residents and their loved ones. We regularly ask for comments on the Home, the staff and the services we provide. We use an 'open door' policy, where we are happy to receive comments from residents and their visitors. We also annually circulate a resident, visitor, professional visitor and staff questionnaires, which assists us in assuring that we continue to provide a quality service.