



ROYAL BAY
CARE HOMES LIMITED

Statement of Purpose
And
Service Users Guide.

Name of Home: Larks Leas Rest Home

***These documents are available in CD audio/Large Print
& Braille***



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Statement of Purpose

The Aims and Objectives of the Home.

Our aim is to provide all Service users with a life that is as normal as possible, given their individual health and care needs. We provide this in homely surroundings with care that will enable them to live as independently as possible with privacy, dignity and with the opportunity to make their own choices. To achieve this, we ensure that assessments of the needs are used to develop individual care plans.

Our objective is quite simple; to provide the highest quality care in the best possible surroundings. We always focus on a person's abilities, never their disabilities.

We believe that the home should be...

- A place where each person is an individual with special needs.
- A residence without unnecessary rules and regulations.
- A corner where dignity, peace and comfort take priority.
- A niche providing tender loving care.
- A meeting place where companionship, interest, and activity flourish.

A Statement of Philosophy of the Home

The Company's Philosophy is based upon the belief that the Service Users are entitled to be treated as individuals. We encourage independence, individual choice, consultation about services within the home, and maintaining social choice, e.g. the right to vote. The residents are given the opportunity to take part in a wide range of activities and interest.

Building and the Gardens.

- ❖ The Home is constructed on 2 Floors.
- ❖ The upper floors are accessed by a staircase and 2 lifts.
- ❖ The Home provides individual living accommodation comprises of 20 single rooms, 2 possible double rooms, (Rooms 18 & 19) and most are en suite.
- ❖ Minimum door sizes throughout the premises are 820 mm
- ❖ There are two lounges and two dining areas.
- ❖ The Home is equipped with a Fire Alarm System.
- ❖ The Home is equipped with a Call Bell System.
- ❖ There are WC's that can be accessed by wheelchairs on both floors.
- ❖ There are 3 assisted baths on the ground floor and 1 assisted bath on the first floor.
- ❖ The kitchen is located on the ground floor.
- ❖ The Menu is displayed on the notice board
- ❖ There is a kitchenette available for Service users this is located in the garden suite.
- ❖ Laundry: This is on the ground floor, all used clothing will be collected from the Service Users room each day and returned to them within 48 hours washed and ironed. The equipment can deal with all infection control requirements.
- ❖ All clothing must be labelled with the Service Users name, we ask relatives to ensure this is done.
- ❖ The garden is a good size, accessible to Service Users, ramps are provided for the use of wheelchairs. The garden is a particular feature of Larks Leas, well laid out with a fountain, paths, a Gazebo, and border plants and other shrubs and trees and other mature exotic plants.

See Schedule 1 for room sizes and disposition

Equipment

- ❖ The Home has 2 hoists and other moving and handling equipment to help in the transfer Service Users who have been assessed for needing this assistance.
- ❖ The Home can be equipped with adjustable/ high/low fully profiling beds.
- ❖ The Home has pressure-relieving equipment for those that need this.

The Service & Who We Care For

The Home accommodates and cares for people of both sexes who are within the category of **OP** (old People) 65 and over and have needs associated with their age. The home occasionally admits clients who are younger than 65 who have been pre assessed and we are able to meet their needs.

Organisational Structure:

See attached schedule 2

Details of the Registered Provider.

Russell Wilson is a Masters of Business Administration graduate. He has many years of experience of operating in the private care sector. He is currently a member of various committees associated with health care. He is the Chairman of the Dorset branch of the Registered Nursing Homes Association.

Mr Russell Wilson
Royal Bay Care Homes Ltd
86 Barracks Lane
Aldwick
Bognor Regis
West Sussex
PO21 4DG

01243 267755

The Manager

The registered Manager, Mrs Andrea Falconer, originally qualified as a Registered Nurse, and has 18 years experience within the NHS, the last seven as a Sister at Salisbury District Hospital. Her experience includes Elderly Care, Orthopaedics and Rehabilitation. Mrs Falconer also holds English National Board certificates in Teaching, Elderly Care, and has a Post Graduate Diploma within the speciality of Orthopaedics. In September of 2003 Mrs Falconer graduated with a 2:1 BSc (Hons) in Clinical Leadership.

Communications to Mrs Falconer is c/o the homes address only.

The Staff

- ❖ The registered Manager operates a thorough recruitment procedure based on equal opportunities, having suitable qualifications, and screening so ensuring the protection of service users.
- ❖ All staff members are employed in accordance with the code of conduct and practice set by the GSCC and given copies of the code.
- ❖ Staffing numbers and skill mix of qualified/unqualified staff are appropriate to the accessed needs of the service users, the size, layout and purpose
- ❖ All staff must complete a Training Induction Programme within six months of their employment in the home.
- ❖ Domestic staff members are employed in sufficient numbers to ensure that the home is maintained in a clean and hygienic state, free from dirt and unpleasant odours.
- ❖ Catering staff ensure that standards relating to food, meals and nutrition are fully met.
- ❖ We are aiming for 50% of our staff to be trained to at least level II in NVQ Health & Social Care.
- ❖ All staff involved in food preparation have been trained in food hygiene awareness.
- ❖ All staff involved with the moving and handling of the service users have been trained on an accredited Moving and Handling Course.
- ❖ A First aider is on duty in the home 24 hours a day.
- ❖ Other training is given to staff that includes:-
Medicine administration, health and safety, wound management, diabetes and nutrition in the elderly, infection control and other specialist services relevant to the home.

Admission Procedure

- ❖ On receiving a referral we will arrange for an assessment to ascertain the care needs of the Service User. This is done either at their current address, hospital or at the Home. We encourage Service Users and relatives to visit the Home as the first step of the assessment process.
- ❖ A copy of the home's brochure will be given to the prospective Service User as well as an information pack. A Service Users Guide and a Statement of Purpose is also available.
- ❖ The completion of the Assessment form is done before the Service User is admitted to the Home
- ❖ We only offer a place if we can be sure we can provide the care needed.
- ❖ We accept emergency admissions and ensure the usual process is completed within ten days.
- ❖ All residents are given a Residents Agreement, together with the Terms & Conditions of Residency (see schedule 3)

Admissions of an urgent nature are accepted in instances where the welfare of the individual might be harmed if the admission is delayed. Therefore it is possible to admit a service user without a full assessment being carried out.

In these circumstances as much information as possible will be obtained. The assessment will be completed as soon as possible after admission.

The emergency agreement is that admission is short term only and that any decision for the placement to become long term would not be made until a full assessment and review had been completed.

- ❖ A representative of the home will carry out an assessment of need. The assessment will be discussed by the Manager and senior staff. If the needs identified by the assessment can be met by the facilities and services on offer at the Home a placement will be offered.
- ❖ An emergency admission can be accepted providing the person or agency referring the service user is able to provide sufficient information for the Manager to determine that the prospective resident has needs broadly within the services and facilities offered by the Home. The emergency agreement will state that the admission is short term and the placement could only become long term after a full assessment and review.

Care Plans

Based on assessment of needs and risks, care plans are drawn up with the resident or, with consent, their relatives. The care plan offers a comprehensive holistic evaluation of the resident but principally focuses on the health and care needs and how these are to be met. The plans are reviewed with those concerned at least once a month and more often if necessary.

Social Activities

There is a full activities programme in the Home based upon the interests and abilities of the service users. A programme is published and accessible to everyone.

Larks Leas employs a full time activities coordinator. She organises a wide variety of activities to suit the needs of the service user. These are displayed on the notice board. For those who do not wish to participate in a group environment we can offer one to one with our activities co-ordinator. The home also has a visiting exercise specialist for those wishing to attend the sessions every fortnight, and a visiting beauty therapist who offers basic treatments free of charge.

The home has access to disabled transport and arranges outings and visits to suit the needs and wishes of the residents.

Service Users' Views.

Service User Meetings are held to give the residents an opportunity to comment on the operation of the home. Matters of concern can be raised. Contributions and suggestions for inclusion in the activities in the home are encouraged and Management can use the meetings to inform the service users of impending events, new policies, and changes taking place in the Home and to gain their views.

We have a Quality Assurance Scheme which ensures that questionnaires are distributed to Service Users, Relatives, and Stakeholders, e.g.: GP's and District Nurses, on an annual basis, requesting their comments and views on the service and operation of the home. This enables us to identify where we can improve our service.

Fire Procedures and Prevention.

The home complies with all current Fire Regulations. A fire risk assessment has been carried out. The home is fully equipped with alarms, fire detection devices and fire fighting equipment. The building is designed to offer the correct barriers, compartments, and escape routes.

Fire protection, detection equipment and systems are regularly checked. The alarm is tested on a weekly basis. People will be reminded before it is activated and assured there is no need for a response. Members of staff receive regular training and participate in fire drills.

If the alarm sounds at any other time residents are asked to remain where they are behind closed doors until instructed otherwise.

Faith and Culture

Every one has the right to continue to attend a place of worship of his or her faith. It is the duty of the Staff in the home to ensure that this is possible. Staff transport, relatives or volunteers may be used for this purpose. If the Service User is incapable of attending their chosen place of worship, then ministers are invited to visit or hold services in the Home.

The Home does facilitate the observance of those religious festivals that are appropriate to the faith of the Service Users.

The observance of religious rituals to be carried out prior and post death is respected.

Maintaining Links

'Open House' is the policy towards visitors to the Home. We encourage relatives, friends and other voluntary organisations to visit the Home during the day. This enables visitors to come along when it is convenient to them. Service users can receive visitors where they choose e.g.: their bedroom, the quiet rooms or in the garden

All visitors must ring for admittance and be greeted by a staff member. They must confirm who they are and whom they are visiting. The visitors' book must be signed so that if there is a fire, there is a record of who is in the Home.

Official visitors must produce identification before being admitted into the Home and also sign the visitors' book.

Privacy and Dignity

All bedroom doors are fitted with door locks that meet the criteria laid down by Dorset Fire and Rescue Service. This ensures emergency access for staff whilst enabling residents to lock their doors with no fear of entrapment.

Mail is delivered to the addressee on arrival unless we are asked to make alternative arrangements.

All rooms have phone points that can be connected if the occupant wishes. This is financed by the resident/relative.

Staff will treat residents with respect at all times. Trust is an integral part of our ability to provide consistent high standards of care.

Residents have the right to access all of their personal records kept at the Home. A resident may nominate someone else such as the next of kin or person holding a Power of Attorney to access the records on their behalf.

Complaints Procedure.

While we trust that all our service users are satisfied with the quality of the care they receive, there may be occasions when a resident or relative may wish to raise a concern, or make a formal complaint.

Here at Larks Leas people are encouraged to feel free about raising concerns. It is hoped that a discussion with the manager will resolve any issue. It may be necessary, however, to carry out an investigation. If this is the case, then the service user is contacted within 28 days with the result of the investigation and what action is intended to be taken.

In the first instance it is advised that the manager is contacted, but if the issue is not resolved then the complaint is directed to the Responsible Person;

Russell Wilson
Royal Bay Care Homes Ltd
86 Barracks Lane
Aldwick
Bognor Regis
West Sussex
PO21 4DG

01243 267755

At anytime if you prefer you may contact the Care Quality Commission at:

CQC.
South West Regional Contact Team
Colston 33
33 Colston Ave
Bristol
BS1 4UA

If resolution is not achieved via these methods, then the ombudsman may be contacted:

Local Government Ombudsman
The Oaks No 2
Westwood Way
Westwood Business Park
Coventry
CV4 8JB

Schedule

- 1. Room Sizes and Disposition**
- 2. Organisational Structure**
- 3. Residents Admission Agreement & Terms & Conditions**
- 4. Copy of latest Inspection Report**
- 5. Brochure**

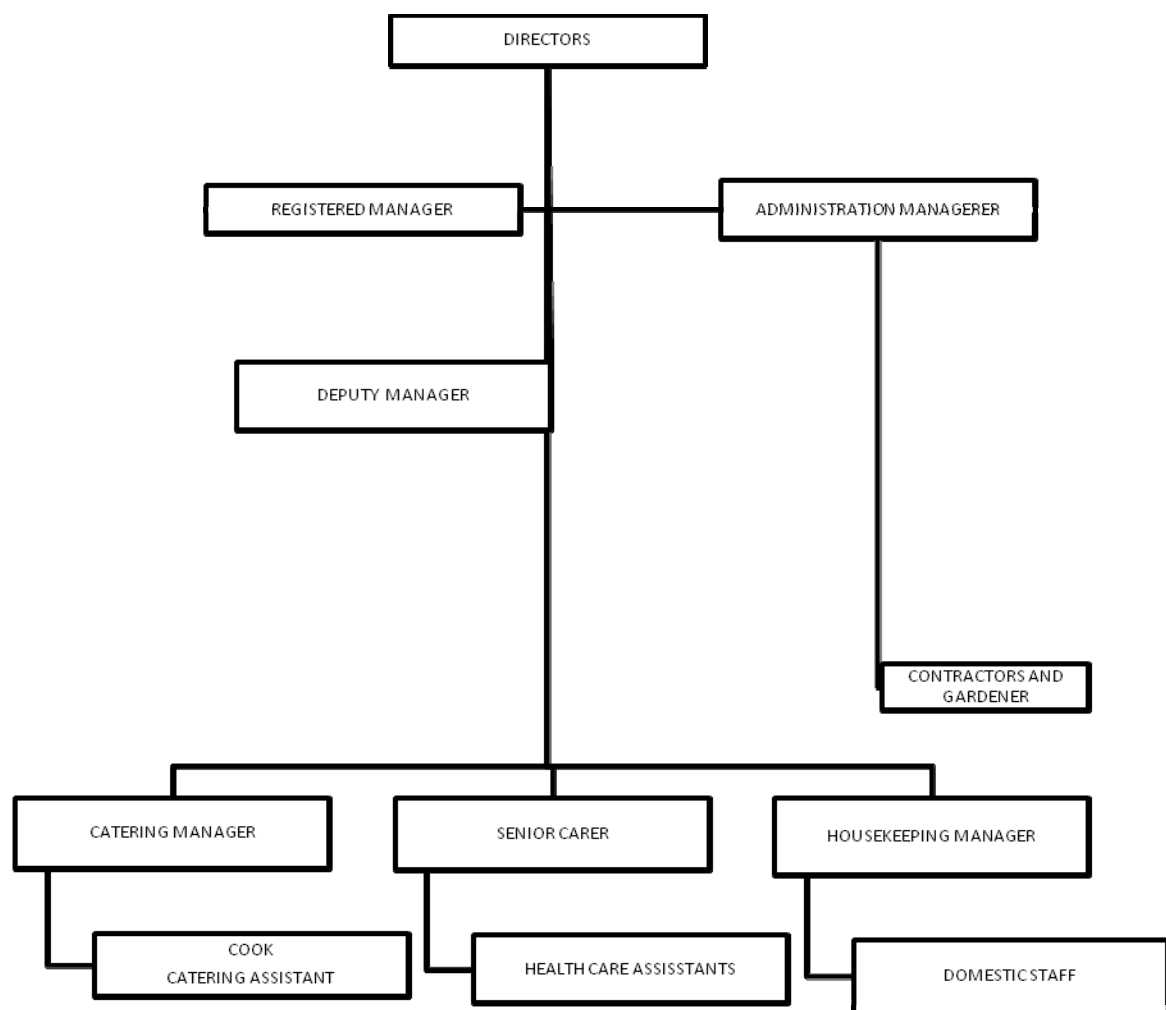
Schedule 1

Larks Leas Room Sizes and Disposition

ROOM NUMBER OR NAME	SIZE IN SQUARE METRES	WHEELCHAIR ACCESSIBLE	ENSUITE
MAIN HALL GROUND FLOOR	12	YES	N/A
MAIN LOUNGE	31	YES	N/A
DINING ROOM	34 into bay window	YES	
CONSERVATORY	17.35	YES	
MAIN HOUSE WC GF	3	YES	+WC
MAIN HOUSE GF BATHROOM 1	6	YES	+WC
MAIN HOUSE GF BATHROOM 2	6	NO	+WC
MAINHOUSE 1 ST FLOOR BATHROOM	4	YES	+WC
GARDENSUITE DOWNSTAIRS BATHROOM	12	YES	+WC
LIFT TO MAIN HOUSE	3.5	YES	N/A
LIFT TO 1 ST FLOOR GARDEN SUITE	2.2	YES	N/A
ROOM 1	20	YES	YES
ROOM 2	15.68	YES	YES
ROOM 3	13.23	YES	YES
ROOM 4	13.67	YES	YES

ROOM 5	15.68	YES	YES
ROOM 6	19.0	YES	YES
ROOM 7	19.2	YES	YES
ROOM 8	17.12	YES	YES
ROOM 9	17.12	YES	YES
ROOM 10	15.68	YES	YES
ROOM 11	20	YES	YES
ROOM 12	20	YES	YES
ROOM 14	32	YES	YES
ROOM 15	12	YES	YES
ROOM 16	12	YES	YES
ROOM 17	20	YES	YES
ROOM 18	30	YES	YES
ROOM 19	30	YES	YES
ROOM 20	25	YES	YES
ROOM 21	20	YES	YES
ROOM 22	24 into bay	YES	NO
ROOM 23	20	YES	YES

ORGANISATIONAL STRUCTURE



Resident’s Admission Agreement

RBCH/AA/0206-1

This Agreement relates to the offer of residential and/or nursing care services between Royal Bay Care Homes Limited (“the Company”) and the Client named herein. It should be read and executed in conjunction with the Company’s General Terms and Conditions of Contract, a copy of which must accompany this agreement.

Name of Home	Insert name of home		
Name of Client			
Basis of Residence	Long stay / Short Stay *	Duration * weeks
Date of Admission	Planned/...../.....	Actual/...../.....	
Room Number		Single / Shared *	
Weekly fees	£	Calendar monthly fees	£

* delete or highlight or complete as required

In offering these services to the Client, the Company confirms that it is able to meet the Care needs of the Client, in accordance with the pre-admission assessment carried out in advance of admission by an authorised officer of the Company.

Signed on behalf of Royal Bay Care Homes Limited

..... Name:..... Position:.....

Accepted by or on behalf of the Client. When signed by a relative or representative, the signatory confirms that he or she has a lawful right to commit to the contract on behalf of the Client.

Signed Name (Caps):.....

Capacity in which signed:.....

Dated:

One copy to the Client/Representative, one copy for the Company.