CLIENTS GUIDE

Purpose of the Document

This document summarises basic information about the company for users of our service, people who are considering using our service and the friends, relatives, carers and representatives (including advocates) of users and potential users. It includes material required by the Domiciliary Care Agencies Regulations 2002.

About Patience Healthcare (NE) Ltd

This company provides home care services (otherwise known as domiciliary care). Our clients (otherwise known as clients) are those who, because of increasing age, disability or illness find it difficult to cope with domestic responsibilities and their own personal care needs.

We are an independent company providing personal, practical and social care to our clients in their own home environment on a one to one basis. Our services are designed, primarily to keep clients independent in their own homes and are undertaken by our team of trained and experienced staff. This service specialises in meeting the needs of the BAME community. Staff and client's Religious, Cultural and Language needs are considered to make the service specialised and bespoke.

We provide care services to both private clients and those referred to us directly by Social Services. We operate in Middlesbrough and the surrounding areas.

OUR STATEMENT OF PURPOSE

The Domiciliary Care National Minimum Standards require us to have a Statement of Purpose. It is recommended that this Client's Guide should be read in conjunction with our Statement of Purpose, which is a formal document that sets out details of our organisation as follows:

Part 1: PURPOSE AND OBJECTIVES OF THE ORGANISATION

- 1.1 Summary of the Organisation
- 1.2 Aims & Objectives of the Organisation
- 1.3 The Client/Client Base
- 1.4 Geographical Locations Served by the Organisation

Part 2: SERVICES PROVIDED BY THE ORGANISATION

- 2.1 Organisational Statement of Good Practice
- 2.2 Nature of the Care Services Provided
- 2.3 Arrangements for Continuity of Care
- 2.4 Termination of Services to Clients
- 2.5 Policies and Procedures

Part 3: MANAGEMENT, ORGANISATION & STAFFING

- 3.1 Organisational Structure
- 3.2 The Registered Person and Notices of Absence
- 3.3 Staff Qualifications & Experience
- 3.4 Fees & Charges
- 3.5 Management of Staff Rosters & Time Sheets

Part 4: CONTINUOUS QUALITY IMPROVEMENT

- 4.1 Quality and Staff Development
- 4.2 Complaints, Concerns, Comments & Compliments

A copy of our Statement of Purpose is available for inspection. If you wish to see a copy, please contact The Management Team at our office.

Our Aims and Objectives

We aim to provide assistance for people in their own homes who need some support to maintain their independence, at times convenient to them and in ways that they find most beneficial. We have sound principles in the way we run our service; we believe that the rights of clients are paramount.

We also have business aims and objectives which are further defined in our Statement of Purpose.

Our Principles

- **FOCUS:** We aim to provide a service focussed on the client. We aim to provide personal care and support in ways which have positive outcomes for clients and which promote their active participation.
- **FIT FOR PURPOSE**: We examine our operations constantly to ensure that we are successfully achieving our stated aims and objectives. We welcome feedback from our clients and their friends and relatives.
- WELFARE OF OUR CLIENTS: We aim to provide a package of care for each client that
 contributes to their overall personal healthcare needs and preferences. We will
 co-operate with other service providers and professionals to help to maximise each
 client's independence and to ensure, as fully as possible, their maximum participation in
 their community.
- ASSESSED NEEDS: Before we provide services, we ensure that a potential client's
 needs and preferences are thoroughly assessed. We aim to ensure that the care Kind
 Hands provides meets the assessed needs of each client, that needs are re-assessed
 frequently and that the care and support provided has the flexibility to respond to
 changing needs or requirements.
- QUALITY SERVICE: We are whole-heartedly committed to providing a high standard of service and to continually improve the level of care that we offer.
- QUALITY SKILLED WORKFORCE: Standards for our managers and staff are based on the national occupational standards for the care industry. We pride ourselves on the quality of our workforce.

Clients' Rights

The purpose of domiciliary care is to promote a way of life for clients which permits them to enjoy, to the greatest possible extent, their rights as individuals, allowing them to stay at home for as long as possible. The following rights are fundamental to our work:

PRIVACY: An individual's right to privacy involves being free from intrusion or unwelcome attention.

We aim to maximise our clients' privacy in the following ways:

- Staff will enter a client's property and rooms within the property, only with express consent.
- A client has the right not to have to interact with or be interrupted by a home carer when, for example, they are entertaining a visitor or are otherwise engaged.
- We respect the fact that clients' possessions are private and always act in accordance with the principle that our staff are guests.
- Our home carers respect a clients' right to make telephone calls and carry on conversations without being overheard or observed by a member of our staff.
- We ensure that records of the service provided are seen only by those with a legitimate need to know the information they contain.

DIGNITY: The right to dignity involves recognising the intrinsic value of people as individuals and the specific nature of each person's particular needs.

We aim to maximise our clients' dignity in the following ways:

- We arrange for clients who require assistance with bodily tasks such as bathing and toileting to be helped as far as possible by the home carer of their own choice and if desired, of the gender of their choice.
- We ensure that, if asked, clients receive the necessary assistance with dressing and undressing.
- We will try to provide help for clients with make-up, manicure, hairdressing and other elements of their appearance so that they can present themselves as they would wish.
- We aim to minimise any feelings of inadequacy and vulnerability which clients may have, arising from disability or impairment.
- We treat clients with respect which reinforces individual characteristics, addressing them
 and introducing them to others in their preferred style, responding to specific cultural
 demands and requirements, aiming to maintain relationships which are warm and trusting
 but appropriate to the relationship between home carers and clients.

INDEPENDENCE: Independence means having opportunities to think, plan, act and take sensibly calculated risks without continual reference from others.

We aim to maximise our clients' independence in the following ways:

- We help clients to manage for themselves where possible rather than becoming totally dependent on home carers and others.
- We encourage clients to take as much responsibility as possible for their own healthcare and medication.
- We involve clients fully in planning their own care, devising and implementing their care plans and managing the records of their care.
- We work with carers, relatives and friends of clients to provide continuity of care, where possible.
- We aim to deliver a level of care which focuses on capabilities rather than disabilities.

SECURITY:

There is a sensitive balance to be struck between helping our clients to experience as much independence as possible and making sure they are not exposed to unnecessary hazards. Taking care of the security of clients therefore means helping to provide an environment and support structure which offers sensible protection from danger, together with the provision of comfort and readily available assistance when required.

We respond to our clients' needs for security in the following ways:

- We try to ensure that help is tactfully at hand when a client needs or wishes to engage in any activity which may place them at risk.
- We hope to help to create a physical environment which is free from unnecessary sources of danger to vulnerable people or their property.
- We always carry out thorough risk assessments of premises, equipment and the activities of the client.
- Our staff will, where possible, advise clients about situations or activities in which their frailty, impairment or disability is likely to put them or their property at risk.

 The staff of our organisation are selected and trained to provide services responsibly, professionally, with compassion and never to exploit their positions to abuse or neglect a client.

CIVIL RIGHTS:

We aim to help our clients to continue to enjoy their civil rights in the following ways:

- We want to help our clients to make use of a wide range of public services such as libraries, education and transport.
- We will encourage our clients to make full use of health services in all ways appropriate to their medical, clinical and therapeutic needs.
- We will provide easy access for our clients, their friends, relatives and representatives to complain about or give feedback on our service.
- If we can, we will support our clients to participate in the activities of their communities through voluntary work, religious observance, involvement in associations and charitable giving.

CHOICE: Choice consists of the opportunity to select independence from a range of options.

We will respond to our client's right of choice in the following ways:

- We manage and schedule our service to respond as far as possible to client's preferences.
- We respect client's eccentricities, personal preferences and idiosyncrasies.
- We strive to cultivate an atmosphere and ethos in our service delivery which welcomes and responds to cultural diversity.
- We encourage clients to exercise informed choice in their selection of the organisation and individuals who provide them with assistance.

FULFILMENT:

Fulfilment can be defined as the opportunity to realise personal aspirations and abilities. It recognises and responds to levels of human satisfaction separate from the physical and material, but it is difficult to generalise about fulfilment since it deals with precisely those areas of lifestyle where individuals differ from each other. We respond to client's right to fulfilment in the following ways:

- We try to help clients to participate in a broad a range of social and cultural activities.
- If requested, we will assist a client to participate in practices associated with religious or spiritual matters and to celebrate meaningful anniversaries and festivals.
- We aim to respond sensitively and appropriately to the special needs and wishes of clients who wish to prepare for, or who are close to death.
- We make particular efforts to understand and respond to the wishes of any client to participate in minority interest events or activity.
- We will do everything possible to help a client who wants to achieve an unfulfilled task, wish or ambition before the end of his or her life.

Services We Provide

We have an excellent team of skilled professional care staff who provide:

Personal Care

Your home carer is able to undertake personal care necessities, helping you to get up in the morning, washing, bathing, dressing, toileting, bed making, helping you to bed at night and many other daily activities with which you may require assistance and support.

Our home carers can also prompt you to take any medication that has been prescribed to you by your doctor, subject to certain limitations which will be explained to you.

Preparation of Meals and Snacks

Your home carer can prepare your breakfast, mid-day meal, evening meal or supper and any other snacks and drinks that you may require during the day. The home carer will also be able to sit with you while you have your meal for conversation or companionship.

Personal Activities

Your home carer can help with personal activities such as preparing shopping lists/doing the shopping, helping you to manage personal affairs such as birthdays and other anniversaries and with your permission can collect your pension and prescriptions. We can also sit with you and keep you company, go with you on walks, accompany you to appointments and on trips out. Your exact needs will have been identified as part of your Care Plan development.

Domestic & Household Services

Your home carer will be willing to undertake light domestic duties such as vacuuming, dusting, general cleaning, washing up and personal laundry, subject to certain restrictions which will be discussed with you when your Care Plan is drawn up.

Specialised Care

Some of our home carers are trained to deliver specialised care services to support the needs of clients. Specialised services may include the administration of certain medication, the use of hoists, maintaining a catheter, coping with dementia and many other services specific to your needs. We can also provide more intensive care aimed at managing people's symptoms rather than curing them. Specialised requirements will be identified when developing your Care Plan.

Recuperating

We can provide help and support when you come out of hospital or are recovering from illness, even overnight.

Care at Night (Sleep Night)

We can provide you with a service that ensures you are not left alone during the night. We do ask that a bed is provided for the home carer, who will expect to be able to sleep at your home. This service can be combined with other visits throughout the day should you require them.

Equipment

We will always provide home carers with the necessary equipment that may be required to enable them to carry out certain tasks. Depending on the care that you are receiving, it may also be necessary for you to provide your home carer with equipment so that they can work safely and efficiently. We can help you to identify, locate and buy/obtain this equipment.

Services We Are Not Able To Provide

We have explained what we can do. There are also services that we cannot provide:

- Lifting or moving heavy objects
- Cleaning skirting boards
- Cleaning windows (where the use of a ladder is required)
- Turning mattresses

- Taking down curtains (where the use of a ladder is required)
- Cleaning Ovens

Our home carers will not undertake tasks that require the skills and expertise of clinical professionals. Such tasks include:

- Toe and nail cutting
- Ear syringing
- Removing or replacing urinary catheters
- Bowel evacuations
- Bladder washouts
- Giving medications via PEG feeds
- Injections involving assembling syringes, administering intravenously controlled drugs.
- Filling of oxygen cylinders
- Lifting from the floor unaided
- Tracheotomy care changing tubes or oral suction
- Changing sterile dressings
- Administering rectal/vaginal medication
- Filling monitored dosage boxes for medication
- Applying creams or ointments (unless prescribed or subject to an appropriate and approved medication administration record form).

We do not provide nursing services.

People For Whom Our Services Are Provided

We are registered with the Care Quality Commission (CQC) to provide home care for adults over the age of 18, who have any of the following:

- Frailty
- Housebound
- Disabled
- Mental Health Problems
- Dementia
- End of Life Care
- Sensory Impairment
- Learning Difficulties

How We Deliver Care

Initial Referral:

When you first realised that you needed care you may have approached us directly. Alternatively you may have been referred to us by Social Services who may have accepted at least some of the financial responsibility for the cost of your care.

In either case, information about you which is passed to us will be dealt with sensitively and in confidence. Before providing any services, we will need to talk to you with your family member, carer or advocate (if applicable). At the very beginning we need ensure that the services we provide are going to be suitable for you and we can only achieve this by doing a thorough assessment.

Assessing the Need:

If a client is referred to us by Social Services they will have carried out an assessment of your needs, a summary of this information, usually called a Needs Assessment, will have been passed to us.

If you have approached us directly, we will have to carry out an assessment. To do this we will need to ask you some questions and may have to gain information from your doctor or any other person who may know of your needs. The assessment will be carried out by the management team.

We hope that you do not find this process too intrusive. We need to build up a full picture, we will do this as quickly and tactfully as possible. Remember all this information will be treated in the strictest confidence. Our aim is always to make sure that we fully understand your needs and preferences so that we can respond in a way that really suits you.

Assessing the Risks:

If you decide that you require care in your own home, it will of course carry some risk. However, it will mean that you retain your independence and stay in your own home for as long as possible and we want to ensure that the risks taken are not unreasonable or unnecessary. So with you and your family members or advocates, we will carry out a thorough Risk Assessment. If it is required, we will make suggestions on how to minimise any unnecessary risks.

Care Plan (Client Plan):

Having assessed your needs and the risks in your environment we will prepare a plan of your care needs. This is called a Care Plan. It will identify the services we will provide, the tasks to be performed and how we plan to achieve the objectives that are set out.

Reassessing the Need and Reviewing the Care:

Of course, over time your needs may change. You may require more or less care, the type or pattern of service may have to be varied and new risks may become apparent. So, again with your help, we will keep your needs under review and take decisions about the care we deliver accordingly. If at any time there are aspects of our care delivery which you would like to change, please let us know.

Our Care Team and Staffing Structure:

Patience Healthcare (NE) Ltd is managed by a small committed team comprising of the Directors, Registered Manager and Office staff. We are based locally in Middlesbrough to serve the community.

We maintain and run a specialised computer programme designed specifically to provide home care roster management functions and which deals with invoice and payroll production. The system also provides a comprehensive database of clients and home carers.

We have an excellent team of skilled professional home carers who deliver care to our clients.

We recognise that a home carer is somebody with whom the client can form a special relationship and for this reason we take great care in selecting a compatible member of staff. This is done with your full consent. You are free to ask for a change in home carer at any time if you so desire and we will do our very best to meet everyone's preferences.

We engage, train, monitor, supervise and manage all of our staff directly. We are not a recruitment agency and we do not sub-contract or outsource the delivery of our care.

Visiting at your Home:

When our staff are working in your home, they will wear a uniform (Blue coloured tunic, black trousers and black shoes). They will wear an identification card which incorporates a photograph so that they are easily identifiable.

Whenever we are entrusted with the keys to your home, for instance using a keysafe, staff will make their presence known when entering your home.

Whilst working in your home, our home carers will not at any time be accompanied by their partners, children, friends or pets. If your regular home carer is unable to attend your call, we will endeavour to telephone you with an explanation and the name of the replacement home carer.

All of our staff have been subject to an Enhanced Disclosure with the Criminal Records Bureau. They will have passed a vigorous screening process which includes taking up references, completing many forms and attending interviews.

Cancellation of Calls:

Patience Healthcare will continue to charge as normal where:

- Less than 28 days of notice has been provided when client is travelling away.
- Less than one week of notice is provided when cancelling calls. Exceptions apply such as client admitted in hospital/residential care home.

Time Sheets:

When your home carer visits you in your home, they need to record the amount of time spent with you. Therefore, at the end of each visit the home carer will complete an entry in the diary book. We need accurate records of visits in order for us to maintain a correct and efficient invoicing system and to provide an audit trail of the time and date of each visit.

Timing of Calls:

If, due to unforeseen circumstances, your home carer does not arrive at your home at the time expected, please allow at least 15 minutes and then call our office. This is for the home carers own safety as well as your own. If you need to cancel a visit please give us at least 24 hours notice in order that you are not charged for the call.

Written Records (Diary Books):

Each home carer needs to record the tasks undertaken after every visit. This enables home carers to see what progress is being made, how daily tasks are progressing and to communicate with colleagues and other healthcare professionals. These records also help when a new home carer has to step in to cover work in an emergency. These records can act as a monitoring tool for the families and representatives of clients and enable us to maintain and review Quality Standards Records. We will be moving onto an electronic system during the course of 2023.

Terms & Conditions, Fees

We work with social services departments to assess how you can pay for your care. You may be eligible to receive 'direct payments' from your local council, which allows you to buy the support you need direct from us.

There are three broad categories of client:

- Those funded in whole or partly by Social Services
- Those funded wholly by the individual clients (private clients)

 Those funded by 'direct payments' from your local council, which allows you to buy the support you need direct from us. Sometimes this is managed by a company on your behalf.

If your care at home is delivered under contract arrangements with a local authority then you will not be charged directly by us for your care. We will instead claim the cost of your care directly from your local authority. The only exception to this is where you have been assessed by Social Services to be able to afford to contribute to the cost of your care. This is known as a client contribution and is managed by Social Services

Patience Healthcare (NE) Ltd is exempt from VAT as a regulated care organisation, hence VAT is not added to any of our fees and charges.

Terms and Conditions will be explained to you in detail ahead of any obligation on your part.

Data Protection

As you can tell, we have to record, store and process a lot of information about our clients so that we may deliver our service efficiently. In accordance with the Data Protection Act 1998, we operate a policy which prohibits unauthorised access to, or disclosure of, client's personal information. Under the Act clients have the right to access personal information held about them (subject to some conditions), if you wish to see your records then please contact the office.

Complaints, Concerns, Comments & Compliments

To ensure the service we provide matches your needs and expectations we welcome any comments, criticisms, complaints, suggestions or compliments that you may wish to make.

As one of our clients you are perfectly entitled to make a complaint at any time. If you wish to complain about the services you are receiving from us, or from a home carer we have introduced, you should follow the steps below:

- If possible, you should discuss the problem with your home carer who will do his or her best to resolve the problem to your satisfaction.
- If you feel unable to discuss the problem with your home carer or they are unable to resolve the problem quickly and to your satisfaction, you should contact a member of the Management Team in the office.
- If you would prefer you can address the problem directly with the Management Team in the office, during office hours which are Monday to Friday 8.30am to 5.00pm at:

Patience Healthcare (NE) Ltd,

Second Floor, Suite 1

Workspace,

251-255 Linthorpe Road

Middlesbrough

TS1 4AT

Telephone: 01642-825926

Emergency Out of Hours: 07400941303

Email: neha.woochit@patiencehealthcare.co.uk

If possible, it is recommended that you record your complaint in writing. You may wish to ask a friend or relative to write out the complaint for you which, if possible, you should then sign.

Please tell us:

- Which service the complaint is about
- What happened
- Where and when it happened
- Who was involved

If you are not happy about making the complaint yourself and you do not know someone who is prepared to talk to us on your behalf, we will be happy to find someone from an independent organisation to act as an advocate for you (that is, to act in place of a friend).

If we receive a written complaint, it may take a little time to consider it fully but we will write to you immediately to acknowledge receipt of the complaint and to tell you what steps we are taking to resolve it.

We will investigate your complaint fully, contacting those concerned. We will then write to you within 28 days with details of our findings, any actions taken and proposals to resolve the situation.

If you are not satisfied with the way we handle your complaint you can contact your local authority to make a complaint about us. Your local point of contact will be the following:

Depending on the nature of the complaint you can

telephone Middlesbrough Review Team on 01642 303900.

Stockton Contact Team 01642 527764.

Redcar Duty Team 01642 771500

EMERGENCY OUT OF HOURS 01642 524552

The Local Government OmbudsmanPO Box 4771
Coventry CV4 0EH

Telephone: 0300 061 0614

We are sensitive and alert to your needs, feelings and wishes and encourage you to express your feelings freely without fear of recrimination or prejudice. Unless there are exceptional circumstances we trust that, in the first instance, we would be given the opportunity to put the matter right.

Quality & Staff Development

We have adopted a systematic process of care standards this is monitored by the managers.

Monitoring of visits to clients are conducted on a regular and irregular basis to ensure that the service continues to meet the needs of the clients. The monitoring and mentoring of home carers is maintained through a process of spot-checks, electronic phone monitoring, individual meetings,

team and peer-group meetings and appraisals. Standards are thereby measured, reviewed and updated regularly.

The CQC inspect us as a company to ensure we are compliant with all regulations set out by themselves and with the Health and Social Care Act 2008.

The latest Inspection Report conducted by CQC will be available direct from CQC's website: www.cqc.org.uk (see Inspection Reports). We also issue a user satisfaction survey to all clients annually, the results are collated and reviewed, a summary report is compiled for us to act upon.

Our Policies and Procedures

To be sure that we perform consistently, maintain good practice and to keep everybody informed of how the organisation works, we have detailed where we stand on certain key matters and how we handle some frequently recurring situations. These are our policies and procedures. Clients are welcome to examine any of these documents upon request. Our Policies and Procedures Cover:

- Acceptance of gifts and legacies
- Accident, hazard and incident reporting
- Assisting with medication
- Business premises and management planning
- Complaints & compliments
- Confidentiality
- Dealing with violence and aggression
- Discipline & grievance
- Entering and leaving a client's home
- Equal opportunities
- Health and safety
- Lone workers policy
- Moving and handling
- Protection of vulnerable adults
- Quality assurance
- Recruitment and selection
- Recruitment of ex-offenders policy
- Supervision
- Training and staff development
- Whistle blowing

How to contact us:

Our office is open between the hours of 8.30am and 5.00pm Monday to Friday (except Public Bank Holidays), during which times staff will be at hand to answer any questions that you may have. You may contact us by telephone, e-mail or by calling in to see us at:

<u>Directors</u>– Kelly O'Connor & Jack Baker

Registered Manager - Neha Woochit

Outside of these hours we are available on mobile number 07772863657

If you are unable to come to us, we will be happy to visit you in your own home.

We hope that you will be satisfied with the level of service that we provide, we welcome any comments that you would like to pass onto us, at any time. If you require additional information, please do not hesitate to contact us, as above.

Details of Insurance Cover

We are fully insured to deliver a complete range of care services in your own home, with the exception of nursing care. We maintain Employer's Liability Insurance up to the sum £10 million and Public Liability Insurance up to the sum of £10 million. A copy of our insurance certificates are on display in our office.

Revisions of this Document

We review all policy documents on a regular basis to ensure that they remain relevant and accurate. We welcome any comments on the contents of this Clients Guide.

SOME USEFUL CONTACT DETAILS

On the following pages we have provided some addresses and contact details that you may find useful.

If you would like us to assist you to contact an organisation that may be able to help you, please let us know and we will endeavour to guide you in the right direction.

We have done our best to ensure that the following contact details are accurate and up to date. However, Kind Hands accepts no responsibility whatsoever for any loss or damage caused as a direct or indirect consequence of any of the following contact details being incorrect.

CQC

Telephone: 03000 616161

Website: <u>www.cqc.org.uk</u>

Health & Care Professions Council

Park House 184 Kennington Park Road London SE11 4BU

Telephone: 0845 300 4472

Website: www.hcpc-uk.org

ADVOCACY

Age Concern

01642 219610

Mental Health Advocacy Service

01642 257020

My Choice

(Learning Disabilities)

01642130986

BENEFITS & ADVICE

Benefits Citizens Advice

01642 802282

HEALTH SERVICES & ADVICE

Hospitals

The James Cook University Hospital

01642 850850

Tees Valley Hospital

01642 087333

One Life Medical Center

01642 242944

South Tees Hospital

01642 850850

Roseberry Park Hospital

01642 837300

HOUSING

Bracken Grange

01642036032

Disablement services centre

01642 854127

Eden Mobility services

01642 929989

National Benefit Enquiry Line

01642 245432

Pension Services National Helpline

Teesside pension Fund

01642 030693

Middlesbrough district council

01642 726006

Winter Fuel Payment Helpline Middlesbrough

01642 245432

CARERS

National Careers Services

0044800100900

DRUGS & ALCOHOL

Action for Change

01642 726800

Community Drugs Team

01642 822331

EQUIPMENT & LOAN

Everyday loans Middlesbrough

01642 243257

Careys Personal credit

01642 850022

MENTAL HEALTH

Parkside Community

01642579200

Lakeside Community

01642591226

OLDER PEOPLE

Age UK Teeside

01642 805500

Age Concern Teeside

01642 599962

OUT OF HOURS GP SERVICE

Telephone 111

PHYSICAL & SENSORY DISABILITIES

Teesside Ability Support centre

01642 818854

Children with Disabilities

01642 579160

Motability Scheme at O'Brien Mobility

01642 812778

SOCIAL SERVICES

Adult Access Team

01642 726004

Middlesbrough Council Social Services

01642 513389

Middlesbrough Council Cumberland Resource Centre Social Services

01642851717