



## Timesheets

Please may we ask all staff to remain on top of their timesheets and ensure that you submit them **weekly**?



Careline phone number is 01189 585858 and our opening hours are:

Monday-Friday 8am-5pm  
Saturday 9am-5pm  
Sunday 10am-2pm

## New Starter

Nicky Haseldine will be joining us fulltime from Tuesday 3<sup>rd</sup> April as our new Recruitment/Admin officer.

Nicky is a qualified nursery nurse with office experience and she will be phased in slowly initially working with each section to get a good idea of our clients and the types of staff we recruit.

## Goodbye Amy

Amy left us at the end of March to begin her maternity leave. We wish Amy and her family all the best with their new addition when they arrive. Good luck Amy!



## Cancellations

Please remember that Careline have a strict no cancellation policy and you must make every effort to get to shifts you have agreed to.

If you are struggling with a shift it is essential that you speak to us in person.

If you book shifts directly with a client you **MUST** still call Careline to inform them of changes. It is not acceptable to cancel shifts by voicemail, text message or email.

## ID Badges

All Careline staff should hold a Careline ID badge that is taken to every shift. If you don't have one, or your current one is out of date, please contact the office to request one.



## Staff of the Month

Congratulations to **LAYNA-JEAN MITCHELL** who has been awarded our Careline Staff of the Month and will receive a letter of congratulations. Well done! This award is given for many different reasons such as staff going the extra mile, having a flexible approach, giving an outstanding service to our clients and their families and many more.



## Refer a friend - earn some money

Fancy earning an extra £30? Refer a friend to Careline and once they have complete their first shift, we will pay £30 directly into your bank account on pay day!

Please call the office if you would like some more information.



## Training

If you have any in date certificates from any other employment, please **ensure that the office hold a copy**. If we do not have a copy, you are not covered for it!

If you do not have a certificate for any of the mandatory training please check the next available dates which I have listed below and get yourself booked in.

Original copies of your training certificates are now available at a cost of £6 per certificate. Please contact the office for more information.



Our next training sessions are:

### 5<sup>th</sup> May 2018

Basic Life Support 10am - 11.15am  
Infection Control 12.45pm - 2pm  
Safeguarding 2.15pm - 4pm

### 19<sup>th</sup> May 2018

Medication 10am - 11.45am  
Manual Handling 12pm - 1.30pm  
Food Hygiene 2pm - 3pm

### 9<sup>th</sup> June 2018

Basic Life Support 10am - 11.15am  
Health and Safety 11.30am - 12.15am  
Infection Control 12.45pm - 2pm  
Safeguarding 2.15pm - 4pm

### 30<sup>th</sup> June 2018

Medication 10am - 11.45am  
Manual Handling 12pm - 1.30pm  
Food Hygiene 2pm - 3pm

### 14<sup>th</sup> July 2018

Basic Life Support 10am - 11.15am  
Health and Safety 11.30am - 12.15am  
Infection Control 12.45pm - 2pm  
Safeguarding 2.15pm - 4pm

### 28<sup>th</sup> July 2018

Medication 10am - 11.45am  
Manual Handling 12pm - 1.30pm  
Food Hygiene 2pm - 3pm

Please give Tegan a call at the office if you would like to be booked on the training or [email Tegan](#).

