



Staff of the month
Rachel Graham



CARELINE
The Agency For Care Staff



NEWSLETTER



Careline Newsletter

May 2020

stroke.org.uk/makemaypurple

Stroke
association

We're proud to support

Make May Purple
for stroke

Make May Purple/Action On Stroke Month 2020 runs throughout May and is an annual awareness event arranged by the Stroke Association.

The month is to raise awareness of Strokes and their impact on sufferers and their friends and families as well as educating the general public on the signs and symptoms of strokes, what causes strokes, what happens during a stroke and what to do in the event of someone suffering a stroke. For more information please visit <https://www.stroke.org.uk/fundraising/make-may-purple>

KNOW YOUR TRAINING NEEDS

We now have a dedicated Training Manager in the Careline office that is on hand Monday to Friday for you to contact if you have any queries regarding the status of your training file. If you have any training that needs to be renewed Lorraine will contact you but that doesn't mean that you have to wait for that call! We have so many training courses that are available to you so please get in touch to have a chat about this. Don't forget that you are able to purchase your training certificates from us at a cost of £4.50 per certificate. If you would like to discuss this further please contact Lorraine at the office on 0118 9585858 or via training@carelineagency.co.uk

Thank You!

On behalf of the Careline office team and all of our clients I would like to say a massive thank you to all of our staff that are working so hard on the front line to ensure that our service is

delivered to the highest standard as always - you are all amazing!

Eleanor has had her baby!

We were all very excited in the office when we heard that on Sunday 5th April Eleanor and her husband Nick welcomed Sofia Olivia into the world! She is adorable and we are all smitten with her. Eleanor is doing well and embracing motherhood saying that Sofia "...is a very chilled baby and sleeps ok at night..." We are all waiting impatiently for the COVID-19 restrictions to be lifted so that we can meet Sofia in person!

BABY GIRL

If you need any PPE then give us a call as we have some in the office that we can send out to you

A Timely Reminder!

All timesheets should be submitted WEEKLY by Tuesday 12noon.

A really good habit to get in to is to post or hand deliver your timesheets every Friday so that the office can process them.

It is extremely important not to hold timesheets back and submit them in bulk.

Any staff doing so are in danger of not being paid on time, therefore, please submit your timesheets weekly!

Did you know that you can self book shifts at services? Speak to the Manager on duty where you are working to see whether they have any shifts you can fulfil and then give the office a call to update us.

ONE YOU

As the current restrictions continue regarding COVID-19 please don't forget that mental health support is available if you need it. The NHS is running their 'Every Mind Matters' campaign for people to access if they or anyone else that they know is feeling anxious or overwhelmed. Help and support is only a telephone call away. For more information please visit <https://www.nhs.uk/oneyou/every-mind-matters/>

"...you are definitely the most efficient person I have worked with and your hard work has always been much appreciated"

Feedback received from a Nursery Manager regarding a member of the Careline office team.