



Raise Your Hands and
unite for Raynaud's
Awareness Month



Staff of the month
Alana Carter



NEWSLETTER

February 2021   

Opening Hours
Monday to Friday 8am to 5pm
Saturday 9am to 5pm
Sunday 10am to 2pm
Bank Holidays 10am to 4pm

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.

February is Reynaud's Awareness Month

If your fingers often become cold, numb, painful and change colour, you might have Raynaud's phenomenon. Raynaud's is a very common condition that is thought to affect up to 10 million people in the UK. It is named after Maurice Raynaud, the doctor who first acknowledged it. Find out more about Raynaud's, the symptoms, treatments and ways to manage the condition and live your life by visiting <https://www.sruk.co.uk/get-involved/raynauds-awareness-month/>

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!

We now have a stock of disposable gowns as well as aprons available in the office. If you would like any of these, or any PPE at all, please do let us know!

1:1 Managed Care Staff
All our Managed Care staff who support one of our clients on a 1:1 or 2:1 basis are required to complete a set of Contact Notes at the end of each session.

Contact Notes must be submitted with your timesheet.
Contact Notes are a record of the care provided by you to the client. It is essential that Contact Notes are submitted as soon as possible so issues can be resolved promptly.

Careline can provide a copy of all training certificates to you at a cost of £4.50. If you would like to discuss this further please give Lorraine a call at the office or [email her](#).

Please make sure that if you are taking a weekly COVID-19 test you let the Careline office know the results so that we can keep this information for our records!

A BIG THANKYOU to all of our Careline support staff for working so hard for us over the past few months - we know it's been difficult and we really appreciate everything that you do!



This time is DID happen!



I'm sure most of you are aware that the UK finally left the EU at the start of this year. There are now new employment procedures in place regarding EU, EEA and Swiss citizens (The EEA includes the EU countries and also Iceland, Liechtenstein and Norway). EU, EEA or Swiss citizens and their family members who lived in the UK by 31st December 2020 need to apply to the **EU Settlement Scheme** to continue living and working in the UK after 30th June 2021. Staff can also apply if they are the family member of an eligible person of Northern Ireland. Please make sure that you do this and forward proof of your Settled Status to Careline as soon as possible - those staff who do not will be contacted by the office within the next few months! If you have already obtained Settled Status then please forward this to the office straight away, For more information please visit: <https://www.gov.uk/settled-status-eu-citizens-families-to-start-the-process>.

COVID-19 CORNER

The COVID-19 vaccination programme has been a hot topic of conversation over the past month. We are aware that some of our staff have been able to access this vaccination independently but this seems to depend greatly on the area that the staff live in, their GP surgery vaccination programme and whether staff are offered this through services external to Careline. Please be assured that the staff in the Careline office are exploring all avenues to ensure that as soon as we are able to access a vaccination programme for staff we are ready to participate. Please keep checking for further communication from the office on our social media pages, website, emails and messages.
Many thanks for your patience!

Remember to keep checking the Government website for COVID-19 updates <https://www.gov.uk/coronavirus>

NEED A NEW POLO SHIRT?? GIVE US A CALL AT THE OFFICE!

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