

# STAFF OF THE MONTH

**Philomena Hopkins**



# NEWSLETTER



Opening Hours  
**Monday to Friday** 8am to 5pm  
**Saturday** 8am-4pm  
**Sunday** 8am-4pm  
**Bank Holidays** 10am to 4pm



June 2022

**Fancy earning an extra £50? Refer a friend to Careline and once they have complete their first shift, we will pay £50 directly into your bank account on pay day! Please call the office if you would like some more information.**

## DOCUMENTATION NEEDED FROM ALL HOMECARE STAFF!

If you support a client on the Managed Care section (those clients with a pink timesheet) you are always required to complete documentation for Careline during your shift detailing the support that you have provided.

### This documentation always includes:

- Contact notes that you return to the Careline office or
- Daily log sheets that are kept in the clients home

### This documentation may include (check Care/Support Plan for details):

- Medication Administration Record (MAR) sheets
- Feeding Plans
- Skin Observation Charts
- Cleaning Charts
- Specific Monitoring Charts

It is vital that this documentation is completed as it is a requirement of our registration with CQC that we maintain evidence of the support that we are providing.

Please ensure that if your client requires contact notes that you are completing these for every shift and sending them in with your timesheets. Please ensure that if your client has documentation in their home that you are completing this.

If you don't make sure that you complete the required documentation the office staff will chase you for it! If you are unsure as to the documentation you need to complete for your client please contact the office on 0118 9585858.

## SUMMER IS ALMOST HERE!

With summer just around the corner it seems the right time to say that we now have white Careline polo-shirts available for staff as well as the usual black Careline polo-shirts.

If you would like to request a white polo-shirt please give us a call at the office and we will get one sent out to you!



## Eleanor's Baby Boy is here!

I'm sure you will all join me in celebrating the news that in the early hours of the 12th May, Eleanor and her husband welcomed their second child, Teddy James Taylor into the world. Both Mum and Teddy are doing well and Sofia is a very proud big sister! Eleanor has already popped into the office so we've all met him and had a cuddle! Huge congratulations go out to them as they settle into life as a family of 4!

## JUNE IS PRIDE MONTH!

Every year, during the month of June, the LGBT community celebrates in a number of different ways. Across the globe, various events are held during this special month as a way of recognising the influence LGBT people have had around the world. For more information on accessing events and to get involved please visit <https://www.pride-events.co.uk/>

This is your

# DIABETES WEEK

13-19 June 2022



We have a huge stock of PPE available at the office for all staff.

Please give us a call if you want some - there's plenty to go round!!

## Diabetes Week 2022

This Diabetes Week (13th-19th June 2022), Diabetes UK are celebrating. They have lots of exciting events planned for the week and invite all individuals with Diabetes and supporters to visit the below website to get involved:

<https://www.diabetes.org.uk/diabetes-week>

## IT'S ALL CHANGE ON THE TEMP SECTION!

We have great pleasure in introducing our new staff on the temp section!

Kim Richardson (left) joined us to work on the Care Services section and Mandy Holyoak (right) joins us to work on the Nursery section.

Both Kim and Mandy started with Careline within two days of each other and have settled in well to the office!

I know that you will all join me in welcoming them to the Careline family as they settle into their new roles.

