

STAFF OF THE MONTH

Mandy Matthews

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



September 2022

NEWSLETTER



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.



World Alzheimer's Month

September is world Alzheimer's month. This month offers an opportunity to raise awareness around, educate, encourage support of and demystify dementia. World Alzheimer's Day takes place on the 21st September as part of World Alzheimer's Month.

For more information please visit:
<https://www.alzheimers.org.uk/get-involved/world-alzheimers-month>

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!!

HEALTH AND SOCIAL DIPLOMA TRAINING (known previously as an NVQ)

The T2 Group are a training provider external to Careline that offers the opportunity for staff to gain their Health and Social Care Diploma Level 3 and Level 4 through a government funding programme known as the Advance Learner Loan route.

The course fees are funded directly by the government and you do not need to pay this government loan back for the training unless you earn over £27,295 per annum.

If you wish to take advantage of this opportunity please contact the office to register your interest and we will pass your details onto the organisation.

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

HOW TO COMPLETE YOUR TIMESHEET

Please ensure that you are all completing your timesheets correctly and including essential information, especially your name, where you have worked and the times that you worked.

Please use the below example to assist you in the completion of your timesheets.

As you can imagine with over 150 members of staff on our books it can be very challenging to process timesheets without having all of the information!

Callout boxes for the Time Sheet:

- Please insert your name, postcode ONLY, and sign the box.
- Please insert name and address of client in FULL.
- Please insert the date ending on Friday on the week you have worked.
- In this column, please insert the date you have worked, next to the corresponding day you have worked.
- Please insert the time your shift started.
- Please insert the time your shift ended.
- Please insert the total number of hours worked per shift.
- Your client MUST sign this box to authorise the hours you have worked.
- Complete this box to allow us to know your availability.

HEMOCARE STAFF TESTING UPDATE

Please be advised that the government guidelines have changed surrounding the need for staff that provide support to Homecare 1:1 clients to carry out LFD tests twice a week.

From the 31st August the requirement for Homecare staff to carry out asymptomatic regular testing will cease.

Homecare staff are now only required to carry out an LFD test if they develop symptoms of COVID.

If staff develop symptoms of COVID they should contact the Careline office for advice regarding the current guidelines.

We would like to take this opportunity to thank all staff for their diligence in taking part in all testing regimes to date and can confirm that LFD tests do not now need to be carried out unless staff develop symptoms.

For a full list of COVID symptoms please visit:
<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/>

Homecare staff will need to ensure that they have a box of LFD tests at home so that they can use these in the event that they develop COVID symptoms. Please ensure that you contact the office if you need us to supply some to you.

The requirements for PPE have not changed so please ensure that you are wearing a surgical Type IIR face mask at all times when supporting clients and gloves and an apron when you are delivering personal care tasks.

PLEASE NOTE:

- Only ONE time sheet can be used per client, per week.
- A new time sheet MUST be used for each week.
- Timesheets MUST be submitted weekly.
- Timesheets end on a FRIDAY.

Once your time sheet has been authorised by the client, please distribute the copies as follows: YOU keep the blue copy, CLIENT keeps the green copy, and the TOP TWO yellow and white copies come to Careline.