



**Staff of the month
Sparkle Renaud**

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



February 2024

NEWSLETTER

Fancy earning an extra £100? Refer a friend to Careline and once they have complete their first shift, we will pay £100 directly into your bank account on pay day! Please call the office if you would like some more information.

YELLOW OR PINK - DO YOU KNOW THE DIFFERENCE?

Careline have had two different coloured timesheets due to differences in our T&Cs for the different staff that we supply. The one you need to complete depends on where you are working:

- *If you are working in a **NURSERY** then you will need to submit **YELLOW** timesheets
- *If you are working in a **SERVICE** (inc. Day Centres, Elderly services, Adult/Child respite services, then you will need to submit **YELLOW** timesheets
- *If you are working with **1:1 MANAGED CARE CLIENTS** then you will need to submit **PINK** timesheets (with your contact notes!) **IF IN DOUBT - ASK!!!**



A Timely Reminder!

All timesheets should be submitted WEEKLY by

Tuesday 12noon.

A really good habit to get in to is to scan, post or hand deliver your timesheets every Friday so that the office can process them. We only need **ONE** copy of your timesheet so if you scan them please do NOT post them in as well.

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 ARE
HIRING!**

Family Support Worker

- Health & Social Care level 3 or 4
- Experience working in a family centre
- Guildford
- 0830-1600 4x days minimum
- Hybrid working
- Car driver essential

Team Leader - Children's Respite Service

- QCF level 3 (preferred)
- Previous experience of staff supervision
- Experience of Children's Homes Regulations 2015
- Minimum 3x shifts per week 0730-1430 or 1430-2130
- Wokingham



APPLY NOW

0118 9585858

www.carelineagency.co.uk

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
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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.

If you are unsure as to the documentation you need to complete for your client please contact the office on 0118 9585858.

NEED A NEW POLO SHIRT?? GIVE US A CALL AT THE OFFICE! On 01189585858