

2015

RESIDENT HANDBOOK

...we care

Large print utilised in this document



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FOREWARD

The Buckland House was conceived and endowed by the late Sir Thomas Buckland, and commenced operation in 1936.

It originally operated as a hospital but over the years its role has slowly changed to the present stage where it holds Commonwealth funded licenses to operate both high and low care facilities.

Buckland now provides care and service to 144 residents on its funded residential care facility. The facility provides for low care (Donald Coburn Lodge) and high care (Buckland Nursing Home). Each resident has a single private room with ensuite facilities.

Buckland is a "non-profit" public benevolent institution and a registered charity that is administered by an honorary Board of Directors. The Facility and Care Manager oversee the day to day management of the Buckland residential aged care services.

BUCKLAND VISION, MISSION & VALUES STATEMENT

At Buckland We Care . . .

Our Vision

To be a leader in the provision of care to the aged

Our Mission

To provide respectful and dignified care and services that acknowledges the value of each individual

We Value

Honesty, loyalty and integrity

Respect for people

Professionalism

Effective, ethical leadership

Pride in everything we do

CHARTER of RESIDENTS' RIGHTS & RESPONSIBILITIES

The Commonwealth Government has enshrined in legislation the following rights and responsibilities for all residents.

A. Each resident of a residential care service has the right:

- to full and effective use of his or her personal, civil, legal and consumer rights.
- to quality care appropriate to his or her needs.
- to full information about his or her own state of health and about available treatments.
- to be treated with dignity and respect, and to live without exploitation, abuse or neglect.
- to live without discrimination or victimisation, and without being obliged to feel grateful to those providing his or her care and accommodation.
- to personal privacy.
- to live in a safe, secure and homelike environment, and to move freely both within and outside the residential care service without undue restriction.
- to be treated and accepted as an individual, and to have his or her individual preferences taken into account and treated with respect.
- to continue his or her cultural and religious practices, and to keep the language of his or her choice, without discrimination.
- to select and maintain social and personal relationships with anyone else without fear, criticism or restriction.
- to freedom of speech.
- to maintain his or her personal independence.
- to accept personal responsibility for his or her own actions and choices, even though these may involve an element of risk, because the resident has the right to accept the risk and not to have the risk used as a ground for preventing or restricting his or her actions and choices.
- to maintain control over, and to continue making decisions about, the personal aspects of his or her daily life, financial affairs and possessions.
- to be involved in the activities, associations and friendships of his or her choice, both within and outside the residential care service.
- to have access to services and activities available generally in the community.
- to be consulted on, and to choose to have input into, decisions about the living arrangements of the residential care service.

- to have access to information about his or her rights, care, accommodation and any other information that relates to the resident personally.
- to complain and to take action to resolve disputes.
- to have access to advocates and other avenues of redress.
- to be free from reprisal, or a well-founded fear of reprisal, in any form for taking action to enforce his or her rights.

B. Each resident of a residential care service has the responsibility:

- to respect the rights and needs of other people within the residential care service, and to respect the needs of the residential care service community as a whole.
- to respect the rights of staff and the proprietor to work in an environment free from harassment.
- to care for his or her own health and well-being, as far as he or she is capable.
- to inform his or her medical practitioner, as far as he or she is able, about his or her relevant medical history and current state of health.

Buckland is committed to ensuring that each resident is afforded all his or her rights and that he or she is fully aware of the responsibilities associated with these rights.

RESIDENT GENERAL

Facility and Care Managers

The Facility and Care Managers has the responsibility and obligation to ensure that the organisation meets the needs of the residents according to the guidelines set down by the Commonwealth Government.

Each resident has access to these managers during their hours of duty and it is expected that any resident and/or resident representative will inform them of any problem or concern that they may have.

Admission Process

A prospective resident must first gain Commonwealth Government Department approval to enter Buckland. This is granted via the completion and approval of a form called an ACCR. The local ACAT (Aged Care Assessment Team) must complete this form and it is then sent to the relevant Commonwealth Department, Buckland also requires a copy of this form at the time of lodging an admission application.

Accommodation

Upon entering Buckland a resident will be allocated a room, which hopefully will be his/hers for the total period of their occupancy. However, from time to time it is necessary to move a resident within the facility itself. If this does occur the Facility or Care Manager will discuss and fully explain the reasons for the move with the resident and/or the resident representative.

There are also circumstances in which the resident may be asked to leave the facility. Actions by the resident and/or resident representative that include:

- Physical violence towards staff or other residents.
- Verbal abuse and aggression causing disharmony amongst residents and staff.
- Creating or being a threat to other residents' safety.
- Extreme disruption which continually upsets other residents, and
- Failure to pay the resident fees and charges.

Before a resident is asked to leave they will be afforded their rights in accord with the resident agreement.

Resident Agreement

Each resident and/or resident representative is offered a Resident Agreement. This agreement covers conditions such as care and accommodation, rules and regulations, resident's rights and responsibilities, fees and charges, tenure etc. Residents and/or their representatives are encouraged to fully read this agreement and ask any questions in relation to it as necessary.

Privacy and Health Care

Buckland does ensure that each resident's privacy is respected whilst residing within the facility. Each resident does have the right to expect that information held by the organisation in relation to their care and treatment is accurate and that this information will be held in confidence where appropriate. At times the organisation does need to share information with other health service providers to enable the resident to receive good quality health care (e.g. doctors, pharmacists, etc.). Buckland has formulated policies, practices and procedures that comply with the legislative requirements of the Privacy Amendment (Private Sector) Act 2000. Residents and/or the "nominated responsible person"/resident representative can obtain an individual copy of the organisation's Privacy Policy or alternatively view it in the Buckland Policies, Practices and Procedures Manual.

Fees and Payment Policy

Details of fees payable will need to be determined for each resident dependent on their circumstances and in accordance with the Aged Care Act 1997.

Medications

On admission, a resident is asked to bring with them all current medications that they are taking. The admitting doctor will then include these medications in the resident's medication order chart / list, or make changes in the medication order as required. It is important that Buckland has a current listing of each resident's medications at any given time, including those residents that self-medicate. This will allow the facility to provide information to a hospital in the event of the need to transfer where the resident is unable to provide that information themselves.

This facility uses a unit dose package system of dispensing medication for residents that require staff to assist them in the management and administration of their medications. Residents that self-medicate are not

required to use the dose administration system and may use the pharmacy of their choice. Any resident has the right to refuse medication if they so desire. The staff will inform them of the risk involved in their action and then contact the resident's doctor so that they are aware of the situation. The refusal of medication is documented, signed and dated in the resident's records. Residents are asked not to dispense medications to themselves (unless they are self-medicating and assessed as able to do so) as it is important that all medications are approved by the treating doctor and written up on the medication chart/list.

Care Services

The staff of this facility includes registered nurses, enrolled nurses and care staff. It is the objective of management to create and maintain a staffing mix sufficient to provide the necessary care for all residents.

At all times a registered nurse is available in the facility. The registered nurse both provides and oversees the care provided by a combination of qualified and non-registered (care) staff within the facility. The facility also accesses external professional services such as physiotherapy, audiology, dental, optical and podiatry. Resident representatives are encouraged to assist with transport arrangements to external professional service appointments, in most circumstances Buckland cannot provide staff to assist with transport or to provide an escort. Residents and their representatives can request Buckland to arrange for an external nursing agency to provide transport; this is a fee for service that the resident is required to pay. In the circumstance where Buckland is able to provide a staff member to escort the resident, the full cost of that staff members' wages and expenses is payable by the resident.

Care is provided in consultation with the treating doctor and is regularly reviewed. Buckland encourages resident representative involvement, particularly at the annual case conferences where the care needs of the resident are discussed in depth.

Residents and their representatives have the right to make suggestions regarding resident care and their comfort.

Care plans for residents encompass management programs which address such issues as:

- Pain management
- Palliative care
- Nutritional / dietary requirements

- Contenance assessment and management
- Physical assistance and mobility
- Behavioural management
- Resident safety and use of safety devices
- Sleep
- Skin care
- Oral care
- Sensory losses and communication
- Social, cultural, emotional and spiritual requirements

All these areas of care are addressed through the admission process and ongoing assessment.

Buckland will endeavour to ensure that each resident is referred for appropriate health services when needed.

Buckland also seeks to provide alternative strategies where possible in addressing individual residents care needs (see Complementary & Alternative Therapies).

Medical Care

Each resident is free to choose a doctor of their choice. It is expected though, that the doctor is able to meet the requirements of this organisation by way of providing adequate after hours service and attending to routine consultation as necessary.

This organisation maintains its right to deny or cancel the visiting rights of any doctor who does not adhere to the facility's policies and guidelines.

In order to ensure the ease of provision of medical and associated care it is essential that Buckland has timely access to each residents benefit cards. At the time of admission residents or their next of kin are asked to provide the residents Medicare Card, Pension Card, details of any private health insurance fund, and the pharmacy safety net card (if applicable).

Complementary and Alternative Therapies

Buckland offers a number of complementary therapies in the day to day care and treatment of residents. These therapies can be extremely useful in assisting residents in managing their pain, inducing restful sleep and generally improving health and wellbeing. These therapies include hydrotherapy (spa bath), massage and nutritional supplementation. Other complementary and

alternative therapies can be accessed at a cost to residents and they include naturopathy, herbalism, remedial massage, etc.

Residents can use heat packs as a form of pain relief, but these cannot be wheat, seed or grain filled packs that require microwave heating, as they have been known to catch fire and cause burns.

Medical and Care Records

All details relating to the care delivered by the staff of this facility are retained within the resident's clinical file. Only those staff involved in direct resident care have access to these records and all information contained therein is confidential.

The resident's doctor and other external therapy staff who provide care or a service to the resident are asked to write to the resident's file. Although the facility can't enforce this procedure, it does encourage all those providing care, treatment or consultation to document it fully.

Whilst the information on a resident's file relates to them, it remains the property of Buckland. A resident may seek to have access to their records only by arrangement with the Facility Manager.

Activities and Programs

Residents are encouraged to continue with their chosen interests and activities. The facility employs staff that work with residents in developing and supporting a program of diversional and recreational therapy that involves residents in activities both within the facility as well as in the wider community. Each month a copy of the proposed activities for that month are listed in the newsletter titled "The Buckland Bulletin". All relatives and friends are more than welcome to join in most activities with Buckland actively encouraging your daily involvement and participation.

Leave Entitlements

Day leave: Resident can take an unlimited number of days leave from the facility as long as they return before midnight and then sleep over until the next morning. Buckland requires residents and their family members to inform the Registered Nurse in charge before they leave the facility.

Hospital Leave: A resident can take unlimited days of leave for the purpose of receiving hospital treatment. However, after 30 days of continuous hospital leave, the basic subsidy payable by the Commonwealth may be paid at a rate below the resident's normal funding level.

Social Leave: A resident can take up to 52 days of leave in a financial year to be used for any purpose. During all periods of leave the usual resident fee is still payable. Any leave that is taken excess of the leave entitlement, or where government subsidy is either reduced or forgone by virtue of the leave taken, the resident will be charged that full fee or the difference forgone by the organisation.

Power of Attorney, Enduring Guardian and Wills

Each resident is advised to have arranged someone to act as Power of Attorney for them if required, as well as appointing an Enduring Guardian who can make medical decisions on their behalf as required. Residents are also advised that it is prudent to have a current legal will. The advice of a legal representative such as a solicitor should be sought in the preparation of this document. Residents and/or resident representatives should be aware that the staff of the facility are unable to witness any legal documents.

Palliative Care and Advance Care Directives

Buckland understands that decisions in relation to terminal and end of life care are often difficult for residents and/or resident representatives to make. Bearing this in mind it is important that where residents' wishes are known that they be formally related to the facility and its staff. Buckland utilises a form titled "Advance care directive" which is made available to residents and their representatives at the time of entry. It needs to be emphasised that Buckland does not seek to influence any resident or their representatives in relation to decisions relating to the care and treatments that can be offered in the final stages of a person's life. It is hoped that by providing relevant information at the time of a residents entry that some forethought may be given to firstly understanding the residents wishes in regard to their end of life care and the subsequent respect of those wishes by their representatives and care givers in the future.

Risk Taking

Whilst Buckland supports the residents right to maintain independence (which may involve risk taking), this will only be permitted following full consultation with the resident and/or resident representative and the attending doctor.

The staff employed in a direct care role have a duty of care and responsibility to ensure that risk only occurs after full assessment of the resident by members of the health care team and the final decision will rest with the Facility and/or Care Manager in consultation with the resident's doctor.

Minimal Lift Policy

The facility has a policy in place to protect the physical safety and wellbeing of staff. Staff are not permitted to lift or manually handle any residents. The facility has an extensive range of mechanical lifters that can be utilised in lifting, positioning and transferring residents. The resident's need for this equipment will be assessed by a physiotherapist.

Use of Safety Devices

From time to time it is necessary to use some form of safety device to prevent a resident injuring themselves. When it is deemed necessary to use these devices they will be discussed with the residents and/or the resident representative and the residents' doctor.

Meals, Food Safety, Special Dietary Needs

Our meals are planned so that they provide a diet that meets all nutritional requirements as well as being satisfying and enjoyable.

Meals are served in the dining rooms, main lounge and the resident's own room should their physical situation require it.

All aged care facilities are required to meet the legislative requirements of the Food Service to Vulnerable Persons Food Safety Scheme under the Food Regulation 2004. Important aspects of this scheme require Buckland to ensure that residents and their representatives are made aware of the safety issues around food purchased from take away suppliers, transporting food from your home to the facility, and specific food groups and types that are considered high risk foods for the elderly, etc. Residents and/or their representative will be provided with food safety information at the time of entry.

Residents and their representatives need to be aware that all prepared or ready to eat food brought into the home that are not consumed immediately are to be sealed in a container or zip lock bag and identified with a completed resident food label, which are available in each of the serverys. Any dry goods (such as biscuits, lollies, etc) and fruit can be retained in the residents rooms on their over bed tables or bedside cabinets, but again once opened must be contained within a sealable bag or container.

Special diets are catered for and the resident's likes and dislikes are considered wherever possible.

Clothing, Laundry and Maintenance (Buckland Nursing Home)

All clothing for residents in the Buckland Nursing Home will be marked with the organisation computer generated labels. Items that are sensitive to heat or are thermal in nature are not suitable for use within the facility. All clothing bought to the facility must be given to the receptionist or the registered nurse on duty who will arrange for it to be labelled. The washing of all linen and resident clothing is the responsibility of the facility, however, the cost of necessary dry cleaning must be paid for by the resident. It is suggested that clothing that washes well and is easy to put on and take off, is purchased. Repairs and maintenance to clothing is the responsibility of the resident.

All care is taken in the laundering of residents clothing but any damage caused due to the unsuitability of the residents clothing to be processed in the organisations industrial washing machines and dryers is the responsibility of the resident.

Any item of resident clothing that is not labelled and its owner cannot be identified is placed into interim storage and these items are then left on a trolley in the front entry for a period of time in the hope that the residents representative may identify an unlabelled item. Residents and resident representatives are asked to check this trolley if they are aware that an item of clothing is missing. If found the item should then be given to reception who will arrange for its labelling.

Clothing and Laundry (Donald Coburn Lodge)

All clothing of residents in the Donald Coburn Lodge is laundered within that facility. Where possible residents are encouraged to laundered their own clothing and maintain it. Where residents are unable to do this for themselves staff will attend to this task.

Recommended Clothing Requirements

It is essential that each resident has sufficient clothing available to them so that they are always dressed in a clean, tidy and comfortable manner. Resident representatives are asked to provide these minimum requirements at the time of the residents' entry and to ensure that they are replaced as necessary.

Ladies		Men	
Dresses, or	8	Trousers / Track pants	8
Blouses / Skirts / Trousers	8	Shirts	8
Cardigans (non-wool)	6	Cardigans (non-wool)	6
Slips / Petticoats	6	Track tops	6
Singlet / Spencers	6	Singlets	8
Underpants	10	Underpants	10
Stockings / Socks	8	Socks	8
Dressing gowns	2	Dressing gowns	2
Nightdresses	8	Pyjamas	8
Shoes	2	Shoes	2
Slippers	2	Slippers	2
Tracksuits (optional)	4		
Bras (optional)	4		

Clothing in excess of residents needs cannot be stored by the organisation. Resident representatives are required to remove items that can't be comfortably stored in the resident's allocated wardrobes and drawers.

Toiletries

The facility provides basic toiletry goods in accord with the resident agreement. If the resident desires a particular brand or style other than that supplied by Buckland they are responsible for its purchase. Please note that for safety reasons for both residents and staff, talcum powder is not permitted to be used by residents (inhaling of talc particles into the lungs, and a slip hazard on vinyl and tile floors).

Residents Rooms, Belongings and Valuables

Residents are encouraged to bring in small personal items that may enable them to feel more "at home". Items such as pictures and paintings and small ornaments are all permitted so long as they are considered suitable to the resident and meet safety considerations. Buckland also reserves the right to

limit the use of resident owned bedspreads, quilts, soft furnishings, etc that may be deemed a fire hazard, Buckland is required and has supplied in each residents rooms items that have been risk assessed and deemed fire retardant or low fire risk.

Whilst residents are encouraged to make their rooms comfortable and personal, Buckland does not allow residents or their representatives to fix or adhere any items to walls without prior approval; in the Donald Coburn Lodge residents can seek permission to have pictures hung. No other form of fixing including thumb tacks, nails or blu-tack can be used in the resident room or ensuite. Where picture rails are fitted in rooms, residents can hang pictures and items from them.

Within the Buckland Nursing Home no additional furniture or items that are placed on the floor can be permitted in residents rooms. The organisation has undertaken a comprehensive risk assessment of the resident's rooms and the current Buckland allocated furniture allows staff to provide care with ease as well as protecting the safety of both residents and staff.

Residents in the Donald Coburn Lodge can bring in their own furniture, but it needs to be risk assessed and limited to the amount that allows for the safe access of staff to provide care and service. Buckland takes all possible measures to ensure that residents' belongings are safeguarded but no responsibility can be taken for any loss or damage that the resident causes themselves. For example the loss of dentures or spectacles by the resident, will not be replaced at the expense of the Buckland. Residents and their representatives are encouraged to investigate individual insurance coverage for their belongings.

Any item of reasonable monetary or sentimental value should not be bought to the facility as it is sometimes difficult to totally secure such items and prevent damage or loss. The arrangement of personal property insurance is recommended if warranted.

Residents are generally advised not to keep cheques books, key cards, etc. within the facility they should be maintained outside the facility by the resident representative.

Buckland cannot provide storage for items such as suitcases, equipment, furniture, clothing in excess of needs, etc. Where residents personal belongings not required for their day to day care are not removed from the facility a weekly storage fee will be applied until the items are removed.

Electrical Appliances

All electrical appliances must be approved by the Facility Manager and must be safe for their intended use.

Residents are required to ensure that all electrical appliances that they bring to the facility are safe. Buckland retains the right to have items electrically tested to ensure they are safe, and charge for that service as necessary. No double power point adapters or power boards are permitted for use in the resident's rooms.

Residents who are not incontinent may use an electric blanket on their bed, but the only units acceptable are those that come with a manufacturer's guarantee as to their suitability for use where the wetting of the appliance may occur.

No additional heaters are permissible.

Motorised Wheelchairs

Permission for this type of equipment will only be given in exceptional circumstances.

Should a resident request to use an electric wheelchair they will be required to undergo an assessment for function, coordination and response times before permission is given for them to use or purchase the equipment. If permission is given the resident will need to undergo an annual assessment (or more regularly if their condition requires) to determine if they are still capable of being in control of the wheelchair. All costs associated with the purchase, maintenance and recharging of the wheelchairs remain the sole responsibility of the resident and /or person responsible.

Under no circumstances is the use of motorised scooters permitted within the buildings.

Pensions

The resident and/or resident representative has the responsibility of informing Centrelink of any change in status or circumstances that may affect their pension.

Telephones and Communication Mechanisms

Residents are able to arrange for the connection of a telephone in their room if they so desire but telecommunication provider (Telstra, Optus, etc.) arrangements and full associated costs are the responsibility of the resident and/or the resident representative. These costs will include the telecommunication provider connection costs as well as a connection cost within the residents room if a telephone line has not previously been installed in that room (residents and/or their representatives can ascertain if a previous connection has occurred in a specific room by speaking with the receptionist). Buckland will supply a cordless phone for resident use. Phones that have an attached hand piece cannot be removed from the residents' bedside table. Residents are also able to arrange wireless internet connects for computers at their own cost and upkeep.

Should circumstances warrant a change of room sometime in the future then all relocation costs in relation to the phone are to be met by the resident.

Internal communication mechanisms include, direct contact to either the care coordinator, registered nurse, Facility or Care Manager for information, queries, complaints etc., and the regular monthly meetings where ideas can be put forward to management for consideration.

Mail is delivered to the residents daily, and any outgoing mail can be deposited in the mail slot at the reception desk in Buckland Nursing Home or the mail box in the entrance foyer at the Donald Coburn Lodge. Stamps are available for purchase from the kiosk. Any external mail that is addressed to the resident should be prefixed with the facilities name (Buckland Nursing Home or the Donald Coburn Lodge) and then the resident's room number, to avoid the mail going to the retirement village.

Residents and/or the resident representative can arrange for any periodicals, etc. to be delivered but all costs are to be met by the resident.

Resident Representative / Responsible Person

It is essential that Buckland is able to contact each resident's representative or responsible person at all times and in the case of an emergency. The name, address and telephone number of the next of resident representative / responsible person is required at the time of the resident's entry. Any changes must be notified promptly to the registered nurse in charge or the Care Manager so that records remain current.

If the nominated resident representative / responsible person are not available, e.g. due to holidays, etc. it is necessary that the facility be contacted and an alternate person nominated and their details provided.

Residents / Resident Representative Meetings

All residents, resident representatives and friends are extended an invitation to attend the monthly meetings as they provide the ideal venue to air your views and opinions or to have a say as to how they feel about various aspects of the facility.

The minutes of these meetings are provided to the Facility and Care Managers who then deals with any problems or issues put forward.

Resident Representative Participation and Visiting Hours

It is the philosophy of Buckland that residents continue to live their life in a manner that is as normal as possible. This includes the continued support and care of their relatives and friends. Buckland encourages family and friends to be actively involved in the day to day activities of the facility.

Buckland has a policy of flexible visiting hours, with visitors being welcome from around 9.00am in the morning to 8.00pm in the evenings. It is possible for visitors to come outside these hours but we would request that the Facility or Care Manager be consulted beforehand. Buckland reserves the right to restrict access to relatives and resident representatives where this access has the potential to impact on the care of the resident or other residents or the work health and safety of the staff.

If the building is locked at the time of your visit, access can be gained by pressing the intercom button located on the left side wall of the front entrance at Buckland Nursing Home or using the access code on the gates at the Donald Coburn Lodge.

All visitors are required to sign both in and out each time they visit the facility. This is essential so that in the case of an evacuation or emergency those within the facility can be accounted for.

If a resident representative and/or friend have any questions or suggestions in regard to any aspect of the operations, they are urged to contact the Facility Manager.

Infection Control

Buckland has a comprehensive infection control program that aims to provide the very highest standards of protection to the residents, staff and all other visitors to the facility.

Visitors to the facility have a significant role to play in maintaining good infection control practice within Buckland.

It is essential that visitors do not come into the facility if they are suffering any infectious condition. These conditions include colds, runny noses, sore throats, infected eyes, stomach upsets, vomiting, diarrhoea, etc. An important aspect that must be remembered is that conditions that make a younger, healthy person feel quite ill has the potential to be fatal to a frail, elderly person.

All visitors to the facility are asked to be conscious of the requirement to cleanse their hands on entering and also when they leave. A waterless hand cleaning station is located in the front foyer for visitors to use. From an infection control perspective the simple task of cleansing your hands is seen as the most effective way to limit the spread of many infectious conditions.

Work Health and Safety (WHS)

Buckland has a duty of care to provide care and services to its residents. It also has legislative requirements that it must meet in relation to the work health and safety of its staff. Staff are entitled to a working environment that is both physically safe and free of emotional abuse and/or harassment. Buckland will not accept any intentional action by a resident, resident's representative or visitor that causes or has the potential to cause physical and/or emotional injury to its staff.

Volunteers

Buckland welcomes family members and friends of residents as well as community members to volunteer their services to the organisation. Volunteers make a valuable contribution to the wellbeing of the residents and greatly improve their quality of life. Volunteers are encouraged to take part in recreational and diversional therapy programs, visits to residents without regular community contact and with our fund raising activities. Those wishing further information on ways in which they could contribute should contact the Facility Manager.

Surveys and Questionnaires

Residents and their representatives will from time to time be asked to participate in quality improvement surveys and questionnaires. This feedback on the quality of service that Buckland provides is very important to the organisation and we would encourage you to participate.

Complaints, Comments and Suggestions

This organisation does have a comprehensive complaints handling system and the organisation welcomes the opportunity to speak with any resident, resident representative, relative or interested party in relation to concerns that they may have.

The Customer Liaison Service Folder and Suggestion Box are located in the front foyer and residents, their representatives and visitors are encouraged to utilise these mechanisms to make comments, compliments, complaints and suggestions.

Concerns and issues should always be directed to the Facility Manager who will deal with the issues raised. If a complaint is not resolved to your satisfaction you have access to:

The Commonwealth's Aged Care Complaints Investigation Scheme on 1800 550 552 or The Aged Care Rights Service on 1800 424 079.

Aged Care Advocacy Services

The Commonwealth Government funds aged care advocacy services to give independent advice about your rights and help to exercise your rights. These Advocacy services, which are operated by community-based organisations, encourage policies and practices that protect residents. You can access these services at the National Aged Care Advocacy Line 1800 700 600.

Emergency Procedures

Staff are trained in fire and safety procedures. In the event of a fire, the brigade will be automatically contacted via the "fire protection system" that is in place.

The Registered Nurse on duty would be responsible for organising an initial evacuation of residents. Should the Fire Brigade arrive before evacuation has

been completed, the Officer in Charge of the Brigade will take over the responsibility of evacuation.

Resident representatives and visitors are asked to make themselves aware of the fire procedures for Buckland; these will be explained to you at the time of entry of the resident and are also outlined below.

Fire Safety and You

Buckland is well protected against fire with a fully operational fire alert system and firefighting equipment (sprinkler system, extinguishers, etc.) being on hand. In the unlikely event of a fire, the sprinkler system will activate in the area of the fire and in normal circumstances would bring any blaze under control very quickly.

Residents and others should also be aware that staff are trained in the actions to take in the event of a fire, with Buckland undertaking regular sessions every year in firefighting and evacuation. This training sees our staff well prepared to react appropriately in the event of a fire or emergency situation.

So what should residents / relatives / visitors do if the fire alarm is activated?

- Firstly, you should know that Buckland has an emergency and evacuation plan in place to ensure that residents, relatives, staff and visitors who may be involved in any emergency are protected.
- The facility is fitted with smoke and heat detectors, which will initiate an electronic impulse to the fire indicator panel. The alarm is then activated and the Fire Brigade is automatically notified. They in turn will visit the facility to investigate.
- The Registered Nurse in charge or the trained Fire Safety Officer will assess the situation and advice staff, residents and visitors of the appropriate action to take. You should remain as calm as possible and do as instructed. The first priority in the event of a fire is personal safety and no unnecessary risks will be taken.
- **DON'T SHOUT or PANIC** (as panic may cause injury more serious than that caused by the fire).
- In the first instance, you should stay where you are and await the direction of the Registered Nurse who is the initial response person. In the event of

you being able to see either fire or smoke you should leave the building (and if practical remove other persons in immediate danger) by the closest available exit and then go directly to the closest evacuation holding site.

Alcohol and Smoking

Residents are permitted to drink alcohol if they so desire. Within the Buckland Nursing Home its storage will normally be restricted to a central area. If a nursing home resident wishes to consume alcohol, he/she should make a request to the registered nurse in charge. Residents residing in the Donald Coburn Lodge may retain their own alcohol but should ensure that the DCL Coordinator is aware of this.

Abuse of alcohol cannot be allowed and its consumption will be limited to normal social use.

Smoking in resident's rooms, common areas or any area within the buildings is not allowed.

Smoking residents are allocated an outside area in which to smoke in both the Buckland Nursing Home and the Donald Coburn Lodge. Visitors to Buckland are not permitted to smoke within the grounds of the facility.

Banking and Shopping

Residents are encouraged to maintain the responsibility for their own personal financial dealings. If a resident is unable to manage their own affairs and the resident representative or responsible person is unable or unwilling to take on this responsibility, arrangements can be made for a Guardian to be appointed under the Guardianship Act, 1989 (NSW). Information regarding this can be obtained directly from the NSW Trustee and Guardian or from the Care Manager.

Residents are able to purchase items from the in-house kiosk or attend to their own shopping in Springwood via the weekly shopping bus.

Religious Services and Cultural Customs

Each resident has the right to practice and maintain their own personal religious beliefs. Ministers of religion are always welcome to perform church services. Any specific, resident requested visits are also welcomed.

Buckland has on staff a chaplain who provides for the spiritual needs of the residents.

Any cultural custom that the resident wishes to observe or practice is permitted so long as it does not interfere with the rights and comfort of fellow residents.

Buckland has access to interpreters who will visit the facility on request. Residents and/or the resident representative should speak with the Care Manager if they wish to access the services of an interpreter.

Voting

All residents are encouraged to vote at all government elections. Residents and/or resident representatives should notify the Electoral Office of the resident's entry to Buckland and the change of address.

The Electoral Commission will notify Buckland if they intend to set up a polling facility within the Buckland complex.

Television and Radio

Within Buckland Nursing Home each resident has a wall mounted flat screen television in their room. Residents within the Donald Coburn Lodge can bring in a television if they so desire. Foxtel access is available in the nursing home and residents in the Donald Coburn Lodge can arrange Foxtel access if they so desire. Residents are able to have a small radio in their room if they so desire. Buckland requires that the resident operates these appliances in a manner that doesn't disturb other residents.

Library

A large print library is located in Dining Room 3 in the Buckland Nursing Home and in the central sitting room at the Donald Coburn Lodge, residents can borrow books as they desire.

Hairdressing

A qualified hairdresser attends the facility regularly. All arrangements including payment are between the resident and the hairdresser.

The facility receives no commission or payment from the hairdresser for allowing or providing this service

Funeral Arrangements

Residents and/or resident representatives are asked to make suitable funeral arrangements at the time of the resident's entry. The reason for this is that, at

the time of a loved one's death, it can be very distressing to have to think about these matters and make appropriate arrangements.

It is wise to take the time to contact several funeral directors and ask about the services they offer and the costs involved.

If a resident and/or resident representative does not wish to make these arrangements at the time of the resident's entry, a letter to that effect must be written to the Care Manager to be placed on the resident's file.

Car Parking

Visitors to the facility are asked to park their cars in the marked car parking bays surrounding the facility. The circular drive immediately outside the Buckland Nursing Home front entrance is exclusively reserved for emergency vehicles.

Visitors to the Donald Coburn Lodge have access to a car park opposite the main entry.

Pet and Animal Visits

Buckland is required to meet the requirements of NSW Health in relation to a number of public health matters. NSW Health has strict guidelines in relation to animals visiting health care facilities, including aged care. No animal including dogs and cats can enter a Buckland building in normal circumstances. In exceptional circumstances (very limited) individual animal visits can be arranged with the approval of the Facility Manager. Residents can individually visit with pets in the outside gardens and grounds, but under no circumstances can other residents access these animals at that time. This policy does not apply to guide dogs or others assistance animals covered under relevant legislation.