

Western District Health Service

KOLOR LODGE HOSTEL

*WATTON STREET
PENSHURST*

RESIDENT INFORMATION BOOKLET



THIS BOOKLET HAS BEEN PREPARED TO PROVIDE ANSWERS TO SOME OF YOUR QUESTIONS ABOUT LIVING IN YOUR NEW HOME.

CONTENTS

CONTENTS.....	1
FORWARD	4
CONTACT NUMBERS	5
Manager /DON	5
Unit Manager	5
Reception	5
Staff Base.....	5
Western District Health Service.....	5
OVERVIEW	6
Kolor Lodge Hostel.....	6
Pre-admission Orientation.....	6
Welcome	7
Planning and Leadership.....	8
Our Mission	8
Our Vision.....	8
Our Values	8
The Aged Care Standards and Accreditation.....	9
OUTLINE OF KOLOR LODGE.....	10
Visiting Hours & Visitors	10
Meal Times.....	11
ADMISSION	12
General Overview.....	12
Resident Admission Information.....	12
COST AND FINANCE	13
Resident's Agreement	13
Accounts.....	13
Accommodation Accounts.....	13
Penshurst 3289	13
Pharmacy Accounts	14
Patient Deposit Trust Account (PDTA).....	14
Pocket Money.....	14
Total Management	14
Partial Management	14
State Trustees & Guardianship Board.....	15
SERVICES PROVIDED.....	16
HEALTH AND PERSONAL CARE	17
Clinical Care	17
Oral and Dental Health.....	18
Advance Care Planning.....	18
Medication Management	18
Medical Care & Specialist Services.....	19

General Practitioner (GP).....	19
Specialist Services:	19
Allied Health	19
Physiotherapy.....	19
Dietitian	19
Podiatry	19
Lifestyle Profile	20
Diversional Therapy Programmes.....	20
Aromatherapy.....	20
Music Therapy.....	20
Activities Program	20
Outings.....	21
Multi Purpose Taxi Program.....	21
Newspapers, Magazines, Telephone & Mail	22
Newspapers and Magazines	22
Mail.....	22
Telephone	22
Cultural	23
Church Services	23
Volunteer Program	23
Community Visitors	23
Personal Shopping	24
Hairdressing	24
Smoking	24
Alcohol.....	24
Residents/Relatives and Carers Meetings	25
Resident's Noticeboard	25
In/Out book.....	25
Social Leave.....	26
PERSONAL BELONGINGS	27
What to Bring.....	27
Naming of Items	27
Furniture	27
Linen	28
Electrical Checks.....	28
Clothing	29
Laundry	29
Dry Cleaning	30
Home Laundry.....	30
Toiletries.....	30
Valuables.....	30
CHOICE AND DECISION MAKING	31
Residents Rights	31

Complaints and Continuous Improvement	31
Voting	32
Federal	32
State	32
Council	33
Legal Affairs	33
RISK MANAGEMENT – RESIDENT SAFETY AND COMFORT..	34
Paging System	34
Falls Risk Management.....	34
Hip Protectors.....	34
No Lift.....	35
Fire & Safety.....	35
Food Safety	36
Cleaning	36

FORWARD

This information booklet has been designed specifically for a new resident. In all instances it is felt extremely important that the literature alludes to the resident, in particular, by use of the reference "you". It is understood that in some instances family, carers or advocates may be responsible for the information that is provided and it is asked that you be mindful of this reference.

CONTACT NUMBERS

**All personnel can be contacted through the reception at
Penshurst & District Health Service
On**

55523000

Manager /DON

Unit Manager

Reception

Staff Base

Staff Base – Portable

**Western District Health Service
55518222**

OVERVIEW

Kolor Lodge Hostel



Outside Garden

Kolor Lodge was opened in 1998 and provides permanent and respite accommodation for 10 residents and offers low level care to the elderly and disabled in our community.

Kolor Lodge is part of Penshurst and District Health Service and a member of The Western District Health Service.

Residents at Kolor Lodge enjoy single rooms, with ensuite facilities and are provided with an environment of comfort, dignity and security.

Staff provides an holistic approach to the care they deliver and encourage all residents to maintain their independence and special interests, and also to develop new friendships and interests.

Pre-admission Orientation

Prospective residents, together with family and carers are invited to visit the Hostel before making a decision to become a resident.

Please make an appointment with the Manager/DON in order to view the home and meet with the staff to discuss your care requirements by telephoning **(03) 55523000**.

The Manager/DON will be able to assist you and your family with any questions or concerns.

Welcome

The staff and residents of our facility extend a welcome to you and your family. We hope that the time you spend here will be both a pleasurable and fulfilling experience.

Moving from your home to another residence can present many changes; the aim of the Hostel is to support you in adjusting to life in your new home, on an ongoing basis.

Refer: Standard 3.4

Staff provide personalised care in an environment of comfort, dignity and security, and encourage you to maximise your independence and maintain your interests. The facility will also support you to develop new friendships and to participate in activities appropriate to your needs and liking.

Refer: Standards 3.5, 3.6 and 3.7

This Information Booklet is provided to assist you in making a smooth transition to residential care.

Refer: Standard 1.8

Any suggestions regarding the improvement of this booklet are welcome.

Refer: Standard 1.1, 21, 3.1 and 4.1



Kolor Lodge – Sitting Room

Planning and Leadership

Refer: Standard 1.5

Kolor Lodge Hostel, in conjunction with The Western District Health Service provides a clear mission, vision and values statement in their commitment to providing a quality service to the residents. These are stated below:

Our Mission

To meet the health needs of the Western District by delivering valued, high quality primary care, health promotion and illness prevention, acute care, extended care and community based services.

Our Vision

Excellence in health care, putting people first.

Our Values

We value:

- Our customers – we recognise their rights, encourage their participation and are committed to their wellbeing
- Improving performance – we are committed to a culture of continuous quality improvement.
- Our staff as our most valuable resource – we are committed to their wellbeing and ongoing professional growth and development.
- Strong leadership – we are committed to governance and management which sets sound directions
- Safe practice – we are committed to the provision of a safe environment.

The Aged Care Standards and Accreditation

Kolor Lodge is an Australian Government funded Hostel and is regularly monitored by the Aged Care Standards and Accreditation Agency. Each Aged Care facility is committed to providing ongoing high quality care to their residents and we welcome and encourage your input and ideas that you may have for improvement of our service.

The Australian Government introduced nationally legislated standards of care, which each facility must meet and be accredited for, to receive ongoing funding.

The Aged Care Standards and Accreditation Agency (the Agency) is the independent body responsible for managing the accreditation and ongoing supervision of Commonwealth funded aged care homes.

The Accreditation Standards are detailed in the Quality of Care Principles 1997. There are four standards:

- Management systems, staffing and organisational development
- Health and personal care
- Resident lifestyle
- Physical environment and safe systems.

Each Standard consists of a Principle and a number of expected outcomes. There are 44 expected outcomes across the four Standards.

(Adapted from the Aged Care Standards and Accreditation Agency website <http://www.accreditation.aust.com/index.html>)

Kolor Lodge has met all 44 expected outcomes
across the 4 Aged Care Standards
and is fully accredited by
The Aged Care Standards and Accreditation Agency.

OUTLINE OF KOLOR LODGE

Refer: Standard 3.5, 3.7, 3.9 and 4.4

You are free to move about within the home or its garden. The garden has outdoor settings and a portable barbeque for you, your family and friends to use.

There is a communal dining room, large lounge room with television, sound system and keyboard, a small sitting room for private visiting or quiet time, and a laundry. There is also a large function centre – The Sheppard Centre – that can be booked by residents, for special occasions. Please see reception.



Kolor Lodge – Sitting Room

Visiting Hours & Visitors

Refer: Standard 3.5, 3.6, 3.7 and 3.9

Your visitors are a very important part of a resident's life. Whilst there are no set visiting hours, **visiting between 11.00am and 8.00pm** is encouraged to allow for reasonable lifestyle management of each resident. Your personal visitors are accepted within your own room or within any communal living area of the facility. Small sitting rooms are also available for your use.

Regular involvement in family activities or events is important. Involvement in family events is encouraged, to maintain family bonds.

School children and special interest groups also visit the facility and often provide entertainment.

Meal Times

Refer: Standard 2.10, 3.9 and 4.8

Whilst meal times can be flexible, the following times are a guide:

- Breakfast is served at approximately 8.00 am
- Lunch is served at approximately 12 noon
- Tea is served at approximately 6.00 pm.

Lunch and tea are usually served in the dining room, but these may be served to you elsewhere if preferred. Morning tea, afternoon tea and supper are available as desired.

Relatives and friends are welcome to have a meal with you, but it is essential to arrange this in advance, so as a meal can be ordered. There will be a small charge to cover costs. If your visitors would like a “cuppa”, all requirements are freely available in the Day Room kitchen.

Any special dietary requirements will be discussed with you on admission and a dietitian, who attends residents on a regular basis, will be involved in your care if required. The hostel also supplies special eating utensils and assistance with meals as the need arises.

Tea and coffee are available at any time.

Menus are based on a five-week rotational cycle. Preferences are made on the previous day, in consultation with Kitchen Staff.

ADMISSION

Refer: Aged Care Standard 1.8 and 3.4

General Overview

Generally new residents are admitted to the Hostel at about 2.00p.m. This allows our staff to spend time with you and your family. Alternate times may be negotiated if this time does not suit.

On admission to Kolor Lodge the care staff will introduce themselves to you and your family and assist you to settle into your new home.

Resident Admission Information

On, or prior to admission to Kolor Lodge we require information that will assist us when admission occurs.

Please provide the following information:

- Resident Admission Form
- Medicare Card
- Pension Card
- Consent Form for Community and Support Groups to visit
- ACAS Assessment (or photocopy)
- A photocopy of the Resident's Enduring Power of Attorney and Enduring Power of Attorney (Medical treatment) with certification of the documents
- Lifestyle Profile
- Completed Multi Purpose Taxi Program Form & fee.

COST AND FINANCE

Refer: Aged Care Standard 1.8, 3.4, 3.5, 3.6, 3.9 and 3.10

Resident's Agreement

The Resident's Agreement is a signed contract between you and the Hostel. It encompasses what care and services you can expect and what will be provided, in addition to the financial costs involved for you.

Accommodation Fees can consist of three parts, depending on your financial situation. These are:

- Daily Fee
- Accommodation Bond/Charge
- Income Tested Fee

An Assets Assessment Test may be required to determine your financial situation.

You are requested to make an appointment with the Finance Department at WDHS on **(03) 55518396** to discuss and complete the process of The Resident's Agreement.

The cost for receiving Residential Care is adjusted bi-annually.

Accounts

As a resident you will receive two main accounts each month;
1. Accommodation and 2. Pharmacy

Accommodation Accounts

Accounts for accommodation costs will be sent out as soon as possible **after** the end of the month.

Accounts are payable at the Reception of Peshurst Health Service **or** by mail, with a receipt being issued.

If paying an account by mail please use the following address:

**The Cashier
Peshurst & District Health Service
146 Cobb Street
Peshurst 3289**

Pharmacy Accounts

Our preferred Pharmacy provider is **James Dean Pharmacy** in Gray Street, Hamilton, however you may wish to use your own pharmacist. Prescriptions are forwarded to James Dean's Pharmacy as required and delivered to Kolor Lodge daily, from Monday to Friday.

Accounts for Pharmacy costs will be sent out as soon as possible **after** the end of the month.

Accounts are payable at James Dean Pharmacy.

Patient Deposit Trust Account (PDTA)

The Western District Health Service operates a Patient Deposit Trust Account System and advises **all** residents to open an account. PDTA can be opened with the Finance Department of WDHS by appointment on **(03) 55518396**. The PDTA can be utilised in a number of ways to assist you with managing your finances, in relation to living at the Hostel.

Pocket Money

All residents are asked to operate a pocket money account; this is used for outings, haircuts and shopping. The amount of money deposited into this account is up to the resident but \$50.00 is suggested.

Total Management

Your pension or alternate finance is credited to the account. Your Accommodation Fee will be deducted monthly, Pharmacy Account paid and the remaining sum available for your pocket money.

Partial Management

Money is deposited into the account. Your Pharmacy Account and Pocket Money will be managed from the account. You and/or your relatives are responsible for the Accommodation Account.

**FOR ALL ACCOUNTS:
A fully itemised statement is available, on request, to you or
your Power of Attorney only.**

State Trustees & Guardianship Board

Where a need exists, e.g. If the resident, is alone, has a disability or is unable to make reasonable decisions, the Victorian Civil and Administrative Tribunal (VCAT) often appoints State Trustees to make financial, personal or lifestyle decisions on the resident's behalf.

A State government directed initiative, the State Trustees' core purpose is centred on helping people with their financial needs so they can make the most of their opportunities. This is achieved through the provision of a comprehensive range of Trustee, Executor, and personal financial administration products and services.

Further information can be obtained from the Victorian Civil and Administrative Tribunal, Guardianship List on **1800 133 055** or by contacting our Social Work Department in Hamilton on **(03) 55518361**.

**State Trustees can also help if you
are currently looking after the affairs of a relative or friend,
and are feeling overwhelmed
by the amount of administrative work involved.**

SERVICES PROVIDED

- Supervision 24 hours per day
- Access to professional nursing care 24 hours per day
- Medical Care & Specialist Services
- Allied Health – Physiotherapy, Speech Therapy, Podiatry, Dietitian, Occupational Therapy, Social Worker
- Palliative Care and Advance Care Planning
- Dental, Vision and Hearing appointments can be arranged
- Pharmacy
- Diversional Therapy programmes
- Newspapers, magazines, telephone & mail
- Personal shopping
- Hairdressing
- Church services
- Volunteer program
- Personal laundry service

**Please note:
There may be a small cost incurred
to you
for some of these services.**

HEALTH AND PERSONAL CARE

Refer: Aged Care Standard 1.8, 2.4 – 2.17, 3.4, 3.5, 3.6 and 3.9

Clinical Care

Personal Care Workers provide clinical care at Kolor Lodge, on a 24-hour per day basis.

On admission your initial care needs will be discussed and over the next month, you will be encouraged to participate in the development of your individual Care Plan, in accordance with your requirements.

Our staff encourages you to maintain your independence for all activities but assistance is available and given when required.

You and/or your family will be asked to attend a post-admission interview to read and sign your care plan and be able to discuss any issues that you may have.

Resident care plans are reviewed monthly or sooner as the need arises.

Individualised clinical care needs include:

- Communication – speech, vision, hearing
- Mobility
- Continence management
- Falls risk management
- Hygiene
- Diet & fluids
- Skin care
- Medication management
- Pain management
- Terminal Wishes & Advanced Care Planning
- Behavioural management
- Oral & dental care
- Sleep.

Oral and Dental Health

The Commonwealth Government has set standards for meeting all resident's dental and oral health needs. In addition to care provided by the facility it is important that a person's dental and oral needs are considered prior to entry to a residential facility. It is suggested that potential residents arrange a visit to their dentist for assessment and treatment prior to admission. It is also important that any oral and dental advice provided for special oral care needs that the potential resident may have is communicated to the staff. All residents of the Hostel have an ongoing care plan to optimise their oral and dental health.

Advance Care Planning

Refer: Aged Care Standard 2.4, 2.5, 2.6 and 2.9

Advance Care Planning helps us understand your wishes about future treatment. Having this information documented, particularly if you become seriously ill and are unable to make decisions for yourself can help the people who care for you, including your family and friends.

Kolor Lodge have trained consultants who can help you think about, understand and make decisions about what is important to you with regard to medical treatment, particularly life prolonging treatments. We request that you consider making an Advance Care Plan prior to or at the time of admission.

This form will contain important information about your requests if you become terminally ill. Trained staff will assist you with completing this form

Relatives are most welcome to remain with you overnight if you are terminally ill. Staff will make this option readily available at this time.

Medication Management

Refer: Aged Care Standard 2.7, 3.5, 3.9.

A Registered Nurse is able to dispense your medications. All medications are stored in your unit in a lockable drawer. If you prefer to self medicate, a Doctor's written permission will be needed.

Medical Care & Specialist Services

Refer: Aged Care Standard 2.4, 2.6, 2.7 and 3.9

General Practitioner (GP)

There are two GP's in Penshurst, who manage your medical needs. Your doctor reviews your medical status and your prescribed medications on a monthly basis and as necessary, in between.

Doctors are available when:

- Care staff calls the GP
- The resident wishes to see the GP
- Family / friends would like the GP to visit
- 24-hour coverage by on-call doctor.

Specialist Services:

The Western District Health Service has a full range of Specialist Services available.

A referral from your GP is easily arranged should it be necessary for a Specialist Doctor's visit.

Allied Health

Refer: Aged Care Standard 2.4, 2.5, 2.6, 2.10 and 2.14

Kolor Lodge offers a full range of allied health services, to assist in optimising your personal care. On admission, you are assessed by:

Physiotherapy

An individualized care plan will be developed to assist in rehabilitation or to assist in maximizing your independence.

Dietitian

An individualized dietary assessment is conducted by a dietitian and appropriate care plan developed if necessary. Review occurs as required.

Podiatry

Podiatry is available on a fortnightly basis, in addition to foot care provided by trained staff at the facility.

Other allied health services are available, as required by you.

RESIDENT LIFESTYLE

Refer: Aged Care Standard 3.4 – 3.10

Lifestyle Profile

This is a brief overview of your life that assists in the initial stages of admission and in helping to enable the staff to get to know you.

Please return the completed form to the Unit Manager on or prior to the day of admission.

Diversional Therapy Programmes

It is important that you are able to maintain your lifestyle needs and interests, whilst living at Kolor Lodge.

Our Diversional Therapist's will provide an individual therapy program for you. This is achieved by meeting with you and taking a detailed history of your past interests, special needs and preferences, then ensuring that you receive the support to fulfil them.

Aromatherapy

A qualified aroma therapist is also available on staff. She is able to develop a personalised aromatherapy program for you, according to your needs.

Music Therapy

A qualified Music Therapist provides a specialised program that caters to you, if you are assessed as requiring additional stimulation.

Activities Program

We have a Diversional Therapist on staff who provides lifestyle activities on a daily basis. A full range of activities is offered to you and include:

- Outings
- Games – cards, bingo, quizzes
- Sing-a-longs,
- Morning tea groups
- Cooking
- Gardening
- School groups.

A program of activities is developed prior to the end of each month, for the following month. Please tell staff if you have a special interest and we will endeavour to include this in the monthly program. The Activities Program timetable will be posted on the Resident's Noticeboard.

Relatives and friends may also like to arrange some other form of activity for you. This can be arranged through the Charge Nurse or the Diversional Therapist.

Outings

We have access to a hospital bus and hospital car, which is regularly utilized, if you can be taken on outings. Typical outings include:

- Concerts
- Senior Citizens
- Cinema
- Picnics
- Shopping
- A drive.

Multi Purpose Taxi Program

The facility uses the Multi Purpose Taxi Service to make transport accessible to residents who have a disability or require wheelchair access. This allows you to be able to attend appointments and also social events with family and friends.

The Multi Purpose Taxi Service is run by Taxi's of Hamilton and operates, as a usual taxi service. Booking a Taxi of Hamilton is done by telephoning 5571 1200.

It is recommended that the enclosed Maxi Taxi application form be completed during the admission process, as it requires signatures from the resident or Power of Attorney, the resident's Doctor and the Hostel. A card costs \$16.50 and is valid for six years. Please make cheques payable to: Victorian Taxi Directorate. On completion of all paperwork, the application will be sent to the Victorian Taxi Directorate. Cards take approximately 7-10 working days to arrive.

The Maxi Taxi Card also enables a 50% discount on all public transportation, and is available 24 hours per day 7 days per week, upon request.

Newspapers, Magazines, Telephone & Mail

Refer: Aged Care Standard 3.4 – 3.10

Newspapers and Magazines

These can be ordered through the local newsagent and will be delivered to you each morning. Please enquire at Reception. An account for payment is arranged between the local newsagent and you or the person responsible for your accounts.

Mail

Outgoing mail may be left with the Kolor Lodge staff member on duty. This is taken to administration and from there to the local post office. Incoming mail will be delivered to your unit from Monday to Friday

Telephone

All rooms have phone lines installed and if you wish, the phone may be connected. If so, you will require a line number, please enquire with the Unit Manager. It will be the responsibility of you or your family to arrange this service and is done by contacting Telstra.

TELSTRA

**Sales, billing and product information
Sales and General Enquiries: Residential**

13 2200

Payment of the line rental and phone calls is the responsibility of you or your family.

It is recommended that a cordless phone, with large numbers be purchased for ease of use to you.

Alternatively, a portable phone is available for you to receive calls from family or friends. Our portable phone is contacted on **03 55523000** and the phone will be taken to you. There is also a blue pay phone available for residents to make calls.

Cultural

Refer: Aged Care Standard 3.8

The Western District Health Service supports, values and assists Kolor Lodge staff in meeting the needs of resident's from culturally, spiritually and linguistically diverse backgrounds. Individual requirements will be determined prior to and on admission and staff will assist you to meet your interests, customs and beliefs. This includes areas such as:

- Translation
- Finance for account enquiries
- Specific catering
- Religious observances.

Church Services

Refer: Aged Care Standard 3.8

A non-denominational service is held on a monthly basis in the Hostel. An annual Memorial Service for past residents is also held.

The minister of your religion can be contacted on request. Staff will assist you in supporting and maintaining your beliefs and customs.

Volunteer Program

Refer: Aged Care Standard 3.4, 3.7 and 3.9

The Western District Health Service runs a vast Volunteers Program that is of immense benefit to the residents of the Residential Aged Care Facilities. Volunteers assist with activities, shopping trips, outings and escorts to appointments.

Community Visitors

Refer: Aged Care Standard 3.4, 3.7 and 3.9

The Community Visitors Scheme is a national programme funded by the Commonwealth Government. The Scheme aims to enrich the quality of life of residents in Residential Aged Care Facilities who are isolated or lonely, and would benefit from a friendly visitor. If you and/or your family feel that you will benefit from a Community Visitor please inform staff and this can be arranged.

Personal Shopping

Refer: Aged Care Standard 3.5, 3.7 and 3.9

It is encouraged that family members attend to your personal shopping, however if this is not possible, it can be arranged through staff.

You may also be able to go on shopping outings with your family.

Hairdressing

Refer: Aged Care Standard 3.5, 3.7 and 3.9

A hairdresser comes to the facility on a fortnightly basis by arrangement. Set fees, are charged for this service, for which you are responsible, and are displayed on the main foyer notice board.

Alternatively, you may like to have your own hairdresser visit. It will be up to you and/or your family to arrange the appointment and payment of the account.

Smoking

Refer: Aged Care Standard 3.5, 3.7 and 3.9

All interior buildings of Kolor Lodge are totally smoke-free; therefore, smoking is not permitted in these areas under any circumstances.

Smoking is only permitted in designated exterior smoking areas.

Alcohol

Refer: Aged Care Standard 3.5, 3.7 and 3.9

Alcohol may be consumed if you wish, provided alcohol is not contraindicated according to your medications or health problems.

Residents/Relatives and Carers Meetings

Refer: Aged Care Standard 1.1, 1.8, 2.1, 3.1, 3.7, 3.9 and 4.1

Residents / Relatives and Carers Meetings are held bi-monthly. An agenda and the minutes of the meeting are posted in the front foyer of the facility. In addition, you and/or you family will receive a copy of the minutes in the mail.

These meetings are used to discuss forthcoming events, activities that you would like, or any issues that you or your family would like to discuss.

We aim to have a guest speaker at each meeting, usually a staff member of the Western District Health Service, who has a wealth of experience and knowledge. The topic usually relates to medical issues or other topics of interests.

If you have any enquiries or are unable to attend, please contact the Manager/DON on **(03) 55523000** or Unit Manager on **(03) 55523000**.

We welcome your attendance at these meetings.

Resident's Noticeboard

Refer: Aged Care Standard 1.8, 3.7 and 3.9

A notice board is located in the front foyer for your information. Items of interest, as well as newsletters, activities, Resident's Meeting agendas and minutes can be found here.

In/Out book

Refer: Aged Care Standard 3.5, 3.7 and 3.9

An In/out book is located at the Staff Base to assist staff with their knowledge of the location of residents. Staff request that when you leave the facility for an outing with family or friends that you record in the book:

- Time of departure
- Residents name
- Carer's name
- Estimated time of return
- Time returned.

Social Leave

Refer: Aged Care Standard 3.9

You may take up to 52 days (nights away) leave in a financial year, however, your fees will continue to be payable. It is desirable for a few days notice be given to the facility to allow for arrangements to be made in regard to medications, etc.

Hospital Leave is unlimited.

PERSONAL BELONGINGS

What to Bring

You are encouraged to make your room as homelike as you wish, within reason. It is important to liaise with staff in this instance, as Falls Risk and Occupational Health & Safety (OH & S) standards must be maintained at all times.

Refer: Aged Care Standard 3.9, 4.4 and 4.5

Naming of Items

All items or furniture, linen, clothing and personal belongings that are brought into the facility must be clearly **named**. This is the responsibility of you and your family.

It is recommended that clothing (including underwear) and linen items are named with sew on nametags. You will find an order form for these in your pack.

Furniture

Refer: Aged Care Standard 4.4

You are supplied with:

- Bed and mattress
- Over bed table
- Bedside chest of drawers (
- Built in wardrobe (with internal lockable drawer)
- Armchair
- Ensuite facilities.

**You are able to bring or purchase your own armchair and furniture but must make an appointment with a No Lift Trainer at the facility to have the item assessed to ensure it meets all OH & S Standards, following which; it will be tagged and approved for use.
Please arrange this with the Manager/DON.**

Refer: Aged Care Standard 3.9 and 4.5

Linen

All linen is supplied and laundered by the Western District Health Service. This includes:

- Towels
- Hand towels
- Bath mats
- Face washers
- Pillows and
- Bed linen.

You are encouraged to bring your own bedspread, doona, rugs, cushions and pillow if you wish.

Refer: Aged Care Standard 3.4 – 3.10

Personal Belongings

Refer: Aged Care Standard 3.4 - 3.10

Some personal belongings that you may like to consider bringing in are:

- Photos
- Pictures
- Pot plants
- Ornaments
- Clock
- Books
- Fruit bowl
- Calendar
- Radio
- Television - small/medium - with remote control (headphones are often a good idea to reduce disturbance to other residents)
- Small Bar Fridge – it is your responsibility to keep this clean.

Electrical Checks

Refer: Aged Care Standard 4.4 and 4.6

It is a Western District Health Service policy that the hospital electricians check all electrical items that are brought into the facility. A small sticker of approval will be applied to the item once deemed safe to use.

This is usually very prompt and can be arranged through the Manager/DON.

Clothing

Refer: Aged Care Standard 3.5 and 3.9

It is entirely up to you as to what clothing you wish to bring in with you, and it is the responsibility of you and/or your family to provide required clothing and to dispose of unwanted clothing. It is important to consider items that are easy to get into and are comfortable to wear. Below is a list of suggested items:

- Outer clothing
- Underwear
- Socks/stockings
- Shoes
- Nightwear
- Dressing gown
- Slippers.

You are encouraged to dress in day clothes and remain out of bed during the day, when able, however, this is your decision.

Staff are continually assessing the suitability of your clothing and will discuss with you and/or your family to consider clothing requirements that should be purchased to enhance the quality of your life.

All clothing is laundered daily; it is requested that you have enough clothes for a daily change plus some spare, seven or more outfits (including underwear) would be ideal.

Laundry

Refer: Aged Care Standard 4.8

Penshurst & District Health Service provides a personal laundry service to you, through the Kolor Lodge Laundry, as part of the services provided by the facility. There is no additional cost for this.

It is worth noting that because the hospital laundry operates as an industrial laundry it must adhere to government standards, these include the temperature of wash water, which is set as a minimum of 70 degrees Celsius, and the use of clothes dryers. It is therefore recommended that clothing and woollen garments are bought to allow for some shrinkage. Thermal type underwear is not recommended due to profound shrinkage.

Dry Cleaning

It is encouraged that a Dry-Cleaning Service is used for woolen garments or delicate items. Please note that it is the responsibility of you and/or your family to arrange this and payment of the account, however staff will assist with delivery and collection.

Home Laundry

Relatives may choose to attend to your laundry themselves, particularly for delicates. Please inform staff on admission so as this may be arranged.

Refer: Aged Care Standard 3.9

Toiletries

Some basic toiletries are provided by the facility, as follows:

- Soap
- Toilet paper

However, if you prefer a specific brand of an item it is your responsibility to purchase this.

Refer: Aged Care Standard 3.9

It is your responsibility to provide your own:

- Deodorant
- Powder
- Shampoo
- Toothpaste
- Toothbrush
- Comb.

It is preferable that all men have a cordless electric razor.

Valuables

The staff will assist you in keeping your belongings safe and whilst all care is taken, the facility does not assume any responsibility for damages or losses incurred.

A Valuables Form that itemises any objects of value that you bring in to the facility will be filled out and signed with you during the Admission process.

To help to reduce the chance of misplacement, please ensure that all jewellery (eg. rings) fit securely. Possessions of sentimental value or worth may become lost and we suggest that these items be left with relatives if possible. Alternatively the Penshurst & District Health Service safe is available for use.

Refer: Aged Care Standard 4.4 and 4.6

CHOICE AND DECISION MAKING

Residents Rights

Refer: Aged Care Standard 1.8, 3.5, 3.6, 3.9 and 3.10

All residents have rights to freedom of choice whenever this does not infringe upon the rights of others. Your rights here are the same as if you are in the community. A Residents Rights Book is included in the pack for your information, as well as a Residents Rights poster in the front entrance.

Further information regarding Residential Care Rights is available by phoning **1800 133 312**.

Complaints and Continuous Improvement

Refer: Aged Care Standard 1.1, 1.4, 2.1, 3.1, 4.1, 1.8, 3.5, 3.6 and 3.9

You and/or your representative are entitled to comment or complain about conditions in the hostel. The facility views all complaints as a means of ensuring quality and continuous improvement. The process of complaints is taken seriously and every effort is made to rectify the issue in a timely manner, for all parties concerned.

There will be no reprisals for complaint.

It is requested that in the first instance, comments or complaints should be addressed to the nurse in charge of the shift. If the action taken does not resolve the problem to your satisfaction then you should contact the Manager/DON.

Complaints may also be directed to the Quality Manager at The Western District Health Service, by phoning **(03) 55518207**.

Alternatively, complaints may also be made to The Aged Care Complaints Resolution Scheme (Australian Government-Department of Health & Ageing). They may be contacted on **1800 550 552**.

Should you wish to register your complaint confidentially, forms and envelopes are available in the link way of the foyer and are addressed to the Quality Manager at The Western District Health Service.

Opportunities for Improvement are also welcomed by the facility. Please feel free to make suggestions by either lodging your idea in the Suggestions Box, located in the link way of the foyer, approaching the Manager/DON or at any Residents'/Relatives' Meeting.

Likewise, if you are happy with the service you receive, your written or verbal compliments are also welcome.

Voting

Refer: Aged Care Standard 1.8, 3.5, 3.6 and 3.9

Federal

All Australian citizens 18 years and older are required by law to enrol and vote in federal elections, including older Australians. The Australian Electoral Commission (AEC) caters for residents of Residential Care Facilities through the provision of mobile polling to nursing homes, hostels and hospitals, and assistance and disabled access at polling places.

Access to mobile voting at the Hostel is made easier if your details are changed (change of address) by filling out the AEC Form enclosed.

The Commonwealth Electoral Act (1918) allows for the removal of names from the Electoral Roll if an elector is of unsound mind, and unable to understand the nature and significance of enrolment and voting. Requests based on this reason must be made by completing an objection form (available by phoning 132326) and accompanying this with a certificate from a registered medical practitioner specifying that the person is of unsound mind and incapable of understanding the nature and significance of enrolment and voting.

State

If you are an Australian citizen aged 18 years or over you must be enrolled to vote in state elections. If you cannot get to a voting centre on Election Day, there are special provisions for voting, as per federal elections.

Your details will be changed automatically in line with the AEC, as above.

Council

It is compulsory for residents, under 70 years of age, who are on the AEC voter's roll to vote in council elections. You are encouraged to vote, but do not have to vote, if you are 70 years of age or over

Council elections are usually postal elections, which is an election conducted entirely by post.

Voters are mailed ballot packs containing their ballot papers and information about the candidates. Voters cast their votes by returning the ballot papers in the mail.

Legal Affairs

Refer: Aged Care Standard 1.8, 3.5, 3.6 and 3.9

Your Legal Affairs can be attended to with your solicitor or legal representative. Consultation can be arranged with your solicitor either to come to you or you may like to visit their practice. Privacy for these appointments will be ensured.

POWER OF ATTORNEY

We advise that before entering residential care that you have both

an

Enduring Power of Attorney

and

Enduring Power of Attorney (Medical treatment)

RISK MANAGEMENT – RESIDENT SAFETY AND COMFORT

Paging System

Refer: Aged Care Standard 4.4, 4.6

A paging system is available for all residents to call for assistance or in an emergency situation. These are situated throughout the Hostel communal rooms and also in each unit.

Falls Risk Management

Refer: Aged Care Standard 2.14, 3.5, 3.9, 4.4, 4.5,

Elderly residents are prone to falls and as a result staff at Kolor Lodge endeavour to minimize the risk of you falling and the severity of a fall by using a number of measures.

Strategies to help reduce the risk and severity of falls include:

- On admission to the facility you will have a Falls Risk screening completed. This determines your risk of falling
- Rooms, living areas and corridors are kept free of clutter
- Footwear is good fitting
- Hip protectors are recommended for you, if you are ambulant and have a high falls risk score.

Hip Protectors

Hip protectors in Aged Care facilities have proven to be beneficial in reducing the risk of fractures for residents. If required, staff will discuss the benefits of the hip protectors with you. The facility does not receive funding therefore you may be asked to consider purchasing them.

No Lift

Refer: Aged Care Standard 3.5 and 4.5

Western District Health Service, in accordance with Victorian Health and Safety legislation, is committed to controlling the risk associated with transferring and handling of residents, which will consequently reduce the risk of injuries to staff, and others involved in this activity.

Manual handling of residents is therefore, eliminated or minimized wherever possible. A variety of equipment is available to staff that assists in your safe management to help to reduce the risk, if this is not contrary to your needs.

Such equipment may range from mechanical lifting machines and hoists to rigid or fabric sliding devices which can assist transfers onto bed or trolley, bed to chair and moving you up, down and around the bed, or to assist with any other resident handling task.

A formal assessment of your ability to assist the staff member is carried out prior to all resident handling activities. The assessment is used to determine the most appropriate and least risky technique for you.

Maintenance of your independence by encouraging mobility is also paramount. You will be encouraged to assist in your own transfers, including bearing your own weight, as much as possible.

Fire & Safety

Refer: Aged Care Standard 1.3, and 4.6

Kolor Lodge meets all Fire And Safety Regulations and is fully certified under the requirements of the Aged Care Act 1997.

Fire alarms are tested weekly.

All staff undertakes mandatory Fire and Safety Training on a yearly basis.

Fire and Safety regulations determine that additional heaters, electric blankets, wheat hot packs and hot water bottles are not permitted for use within the facility.

Food Safety

Refer: Aged Care Standard 2.1, 4.7 and 4.8

In relation to food prepared by relatives/ friends of residents in Western District Health Service Residential Aged Care Facilities, relatives are asked to observe the following guidelines:

1. Food prepared and consumed hot should be consumed within thirty minutes. It should not be reheated or stored.
2. Cold perishables should be eaten straight away, or, labeled with the name of the resident, annotated with the date/time and placed in the fridge. Food will not be kept more than 24 hours and should be disposed of by ward staff after that time.
3. Homemade jams, spreads and other similar products should be labeled with:
 - The name of the product and producer of the product; and
 - Annotated with the date/time of production and use by date (subject to the safe shelf life of the product, preserved product life should not exceed thirty days. Once opened, the product should not be kept more than seven days).

These products should be stored in accordance with established, safe practice for the storage of the particular product. It is recommended all products be stored under refrigeration below 5 Degrees Celsius.

Cleaning

Refer: Aged Care Standard 4.8

Cleaning of the facility, including your rooms is the responsibility of the facility. WDHS use the Leapfrog Auditing Tool to assess the cleanliness of the environment, as determined by The Victorian State Government Cleaning Standards 2000. Kolor Lodge is audited bi-monthly.

Routine and regular cleaning of the facility takes place daily, with your room being cleaned thoroughly on a weekly basis.

Minimal inconvenience will be ensured to you on these days.

It is hoped that you will have gained valuable data and a useful reference from this booklet. If you have any suggestions on how it can be improved please feel free to let the Manager/DON know.