



## WELCOME TO THE SUMMER EDITION OF NATTERS 2018

### January/February 2018



#### Poetry About Enjoying the Summertime Season

Summer is the stuff of dreams. When adults sit at their desks, and children sit in school, they dream of summer. Summer is the time of infinite fun. The day seems to last forever, and the fun never stops. It is a time of romance, excitement and an enhanced enjoyment of life. Somehow summer never seems to last long enough. It is always over before we get a chance to fully experience its power. This is true of all things wonderful. They always seem too short.

Source: <https://www.familyfriendpoems.com/poems/nature/summer/>



#### Staff health and Well-Being Program

I would like to reinitiate The Staff Health and Wellbeing Program and invite participation from interested staff. I plan to do this in March on my return from Annual leave. To date

we have been able to negotiate a 10% discount at SPLASH and have a birthday cake each month to celebrate all staff birthdays in that particular month.

We only have 2 remaining members and would like to encourage staff to join the committee and bring ideas. We have plans for other activities for staff. Being a Committee member is not onerous as we share the load.

The program aims to improve staff health and staff morale so please consider joining.

#### Meercroft On Line Learning

On line learning packages have been developed specifically for Meercroft Care Inc. Staff are able to complete the packages on line and to date we have available:

- Manual Handling
- Elder Abuse
- Bullying and Harassment
- Infection Prevention and Control
- Fire and Emergency
- Workplace Health and Safety.

Completing the on line learning is purely optional and if you would like to undertake the learning packages you will need to:

*See Vik Salter who will teach you how to log on to the system and supply you with your password.*

#### Outbreak Management Training

Heather Craigie the Infection Control Co-ordinator from MCH conducted Outbreak management training, to assist us with any future outbreaks. The training confirmed that our practices are compliant with DHHS Standards and requirements.

#### Building Program 2018

Meercroft will be commencing the 2018 building development over the next few weeks. The program will include 4 new rooms to be built onto Banksia, 2 new rooms in Parkview which will ensure all resident rooms in Parkview are single rooms with private ensuites including a lift from Oceanview to Parkview, 2 new rooms in Seaview to enable residents to be relocated during the refurbishment of 8 existing rooms with shared bathrooms.

The building program will also include a new car park on the North Street side of Meercroft Care.

It is hoped the program will commence late February.



#### Discount Terry White Pharmacy

Just a reminder to staff that Meercroft Care staff are entitled to a 10% discount from Terry White Pharmacy. In order to access the discount staff

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must present their Meercroft ID Badges.

**Discount Feelin Fruity**

Meercroft Staff are also entitled to a 10% discount at Feelin Fruity, Spreyton Big Apple and Woolworths. In order to access the discount staff must present their Meercroft ID Badges.

**Gastroenteritis**

I would like to remind staff that if you have gastro or exposed to someone with gastro, that you are responsible and not come to work. If you are uncertain please give us a call for advice. Remember if you have had gastro that you are unable to return to work until you are symptom free for 48 hours.



**Proposed Staff Structure Changes**

**Human Resources**

Appointment of an HR (Human Resource) Manager. With the resignation of the Nurse Manager last year some of the duties were delegated. The new structure is now bedded down we have identified the need for an HR Manager who will be responsible for recruitment, workers compensation, co-ordinating performance reviews, contracts, supporting staff, investigating staff complaints etc. This will be a part time position and the appointed

person will commence on February 20<sup>th</sup> 2018.

The HR Manager will be initially located in the downstairs Education Room.

Due to the imminent retirement of the Risk Manager later this year, the following changes have been flagged in order to diversify the workload associated with the respective roles. This objective is seen as an important component that will assist the Home in reaching its long range strategic goals while minimising risk.

The Risk Manager position will discontinue. There will be 2 newly created part time positions:

**Compliance Officer** who will be responsible for risk management/workplace health and safety.

**Services Manager** who will be responsible for cleaning and laundry services.

I believe the flagged changes is a positive move forward for this Organisation into the future.

**Installation of Inverter Heat Pumps**

Provision has been made in the capital budget for inverter heat pumps to be installed in all nurses' stations and Clinical Team Leader Offices for staff comfort. Completion of installation should occur within the next couple of weeks.



**Rostering**

When staff are called to cover a shift, and a message is left, we request that staff contact the caller to confirm their availability or non-availability for the shift to assist the caller as we are often left in abeyance.

**Leave without pay**

Staff are reminded that if you take leave without pay you are still required to provide evidence in the form of a medical certificate or stat Dec as per the Meercroft Care EBA.

**New EBA**

The EBA has been submitted to Fair Work Australia for the BOOT test (Better off overall test) and we have been advised that the process may take up to 3 months due to their current workload.

**CEO/DON Annual Leave**

I will be on annual leave for 4 weeks commencing February 5<sup>th</sup> 2018. Pauline Boyle will be relieving my position during this time.

**Appreciation to Staff**

Thank you to all staff for the beautiful care and services that you provide to our residents and families. We receive great feedback from families who express their genuine gratitude for the loving care received by their loved ones in our care which is given willingly by staff from all areas.



Wendy Shearer  
CEO/DON

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