

OLOC STAFF NEWS

Our Lady of Consolation
Aged Care & Services

ISSUE 2

MARCH 2021



- UPDATES AT OLOC
- GETTING TO KNOW YOU
- QUALITY CORNER

- NOTES FROM THE FMM
- HEALTH & WELLBEING
- FOCUS ON

- REFRESHER COURSE
- EDUCATION & TRAINING
- NOTICE BOARD

Contents

Your Editorial Team Gemma Shorten - Iain Paterson

3	Feedback from Families Comments from Friends and Family on our Facebook page.
4	Getting To Know You Getting To Know the OLOC Staff.
6	Wellbeing Lights Out
7	Notes from the FMM Lenten Hope!
8	Health & Wellbeing Staying Hydrated in Cold Weather
10	Quality Corner Providing Customer Service
12	Focus On Manual Handling: Good Techniques for Lifting.
14	Refresher Course Medication Management: Antimicrobial Stewardship
15	Education & Training COVID Infection Control Training; Education Calendar.
16	Education Documentation and Records.
18	Focus On Needlestick Injuries.
20	Notice Board Employee Assistance Program (EAP); Support FMM Sisters' Projects in Indonesia and Ethiopia; Public Holidays NSW 2021.

RESIDENTIAL
NEWS

HOME CARE
NEWS

Feedback from Families

At Our Lady of Consolation care of our clients and residents continues to be our first priority. When we treat them as individuals, with due care and consideration- they know it and appreciate it and their friends and family do too.

What follows are comments left by friends and family members on our Facebook page who have noticed some of the exceptional care taken by OLOC Staff.



Getting to Know You

We'll be getting to know you in each edition of the OLOC Staff News. It would be great if you would keep the conversation going and get to know one another a little better.

THE QUESTIONS

1. What's one thing that can instantly make your day better?
2. What are your hobbies?
3. What sorts of things would you do on your 'perfect' day off?
4. What is the most ridiculous outfit you've ever worn?
5. If you had one extra hour of free time a day, how would you use it?
6. Would you rather be able to talk with animals or speak all languages?
7. If you could live in any sitcom, or television show which one would it be?

Wendy
Care Staff



1. My grandchildren always do. I've got five; three boys and two girls and they are all my favourite.
2. Painting, I paint landscapes (when I have the time) and I like to garden.
3. I'd spend most of the day with family, If I'm honest. Visiting my mum, then one daughter, and then the other.
4. So, my parents are from Holland originally and I've been to a Dutch festival or two. When you visit, you wear the full getup. The braids, the pointy bonnet, and of course, the clogs.
5. I'd like to spend it with my dad.
6. I'd love to speak all the languages. That would be such a useful skill, in life, in work, you name it.
7. The Big Bang Theory; I just love the characters.

Aniska
Care Staff



1. A smile on a resident's face.
2. I like singing -I'm not good at it- but I love to do it. I also play badminton but I haven't found a place to play where I live now.
3. A whole day? I'll sit on the couch and watch Netflix. Maybe not for the whole day. Maybe I'll go shopping, or go to the beach and grab a meal with friends (if they're free).
4. Normally I'm very choosy with my outfits. I like to be comfortable. I haven't been to any fancy dress parties. When I was young I wore my hair in silly braids?
5. I'd spend that extra hour at the gym. I really love the gym, but it's something you have to make the time for.
6. Talk to animals. I love pets; my dog Taiki, lives back home with my mum; I get to see him over facetime. He knows my voice; and he comes to the phone when he hears me.
7. I'd be on Ellen's Show. If I had to dance, or do some other silly segment, I would. Because I like her and it would be great to hang out with her.

Katie
Wellness Centre



1. Being with my clients; we're like family and the Wellness Centre is like a home away from home.
2. I love spending time with my family, and going for walks around the Regatta Centre.
3. I'd probably pamper myself, go to the hairdressers and get my hair done. Maybe go for a walk and find a nice café to have a good cup of coffee.
4. This is a hard question! What would I choose? Probably when I dressed up for Halloween as a ladybeetle; had the antennas, the rosy cheeks and everything!
5. It'd be nice to sit, have a cup of tea and read a book or a magazine.
6. I'd like to know all languages. It would really help with clients who have different backgrounds; it would make it easier to connect with them.
7. I'd say The Golden Girls. I have a few traits in common with some of the characters, but I'll let you work out which ones!

Roz
Reception



1. I like when I can make people happy and I can help them.
2. I do a lot of crafts and I'm a bit of a wannabe artist; I paint and draw too.
3. Craft?! Actually, I'm quite a homebody, I'd close the doors and watch a good movie. I'm terrible, I could do that all day!
4. I once dressed up as Rhonda from the AAMI ad with Rhonda and Ketut. The funny part was I actually looked nothing like Rhonda!
5. I'd use it to finish off the things I didn't get to during the day. You know, there's never enough hours in a day!
6. Why can't I do both? I have a cat who already listens to everything I say and I think I'd like to be able to understand what everyone was saying.
7. Downton Abbey; I love history, I know it was hard to live then but I just love it.

Mina
Care Staff



1. Thinking positively can make any environment or day better.
2. I like listening to music, mainly classical Nepalese music.
3. I love shopping so that's what I'd do. Every weekend my husband asks what I bought! I love shopping for clothes, shoes, jewellery and lipstick.
4. After I had my children, my clothes were quite tight. I had parties to go to, so even though they didn't quite fit, I wore them anyway!
5. I've got young children so I would take the time to relax in bed and enjoy a good sleep in.
6. I don't really like pets, so I'll have to say languages. Although I already speak English, Nepalese and Indian.
7. I don't watch a lot of television, only a few different series on Netflix. But I would love to star in any romance movie or a Bollywood movie. The dancing is beautiful; I can dance some, but I can't wait to teach my daughter.

Lights Out

Get a good night's sleep.



Sleep is essential for the body and mind for both function and health. Not only is it critical for reducing the risk of injury, increasing performance and improving our capacity for stress, it also helps you retain your youth and health for a longer period of time. Essentially sleep is the perfect time for your body to recover and deal with stress, as it may very well be the only time that stress factors aren't imposing on your thoughts.

However, getting a good night's rest isn't easy for all of us, so here are some key insights to help you get a good night's rest.

Relax Before Bedtime.

It is essential that the body and mind are given time to unwind before bed. This allows our body to settle and calm instead of coming to a hard stop when it's time for bed. Try meditating or journaling before bed, releasing your daily stresses and focusing on calm.

Walk, Stretch or Practice Breathing

Movement and mindful breathing assist the body to physically destress, calm the mind and give you a complete reset before settling to sleep. Light physical activities like yoga

and pilates give our minds rest while releasing tension in our muscles.

Turn Out the Lights

Blue lights transmitted by digital screens assist in keeping us awake as they block melatonin production, which is necessary for sleep. Dark curtains and setting our devices to night mode also help in reducing light that could keep us distracted from our slumber.

Establish a Routine

By repeating daily patterns, our bodies adapt and know what to expect next. By establishing a nightly routine for sleep we create a set of behaviours that allow the next process to happen automatically. Creating a ritual before bed can offer control in our sleeping habits.

Stop trying to sleep

If you find you can't sleep, instead of counting down the hours until you have to be awake, remember a time when you survived on only a few hours of sleep. You know you've functioned on less before, so calm your thoughts and instead of focusing on how you'll feel in the morning, relax and let sleep happen.

Lenten Hope!

In his Lenten message this year Pope Francis speaks of Hope. He says 'Lent is precisely the season of hope, when we turn back to God. Hope is given to us as inspiration and interior light through recollection and silent prayer.'

During this 6 weeks of Lent leading up to Easter, we are called to enter deeply into the life of Jesus in the Gospel and then look into our own lives and see where we might be able to make improvements.

One thing pointed out by Pope Francis is that sometimes we meet someone and give them a smile, but then a little later, we may find ourselves criticising that person for some small happening. Pope Francis has a unique suggestion for us to handle this fault – he begins with urging us to turn to prayer, but also if necessary, to bite our tongue hard, so that we will not be able to talk. A somewhat drastic measure for sure, but he says that in order to give hope to others sometimes all we have to do is be kind.

Within the past year at times we might have been tempted to lose hope – so much unrest in many countries, the continued threat of COVID-19, yet also we have witnessed great hope and determination particularly in scientists who have worked continuously on a vaccine. This work we now know has come to fruition as we witness the many thousands of people receiving the vaccine, and read of the encouraging results.

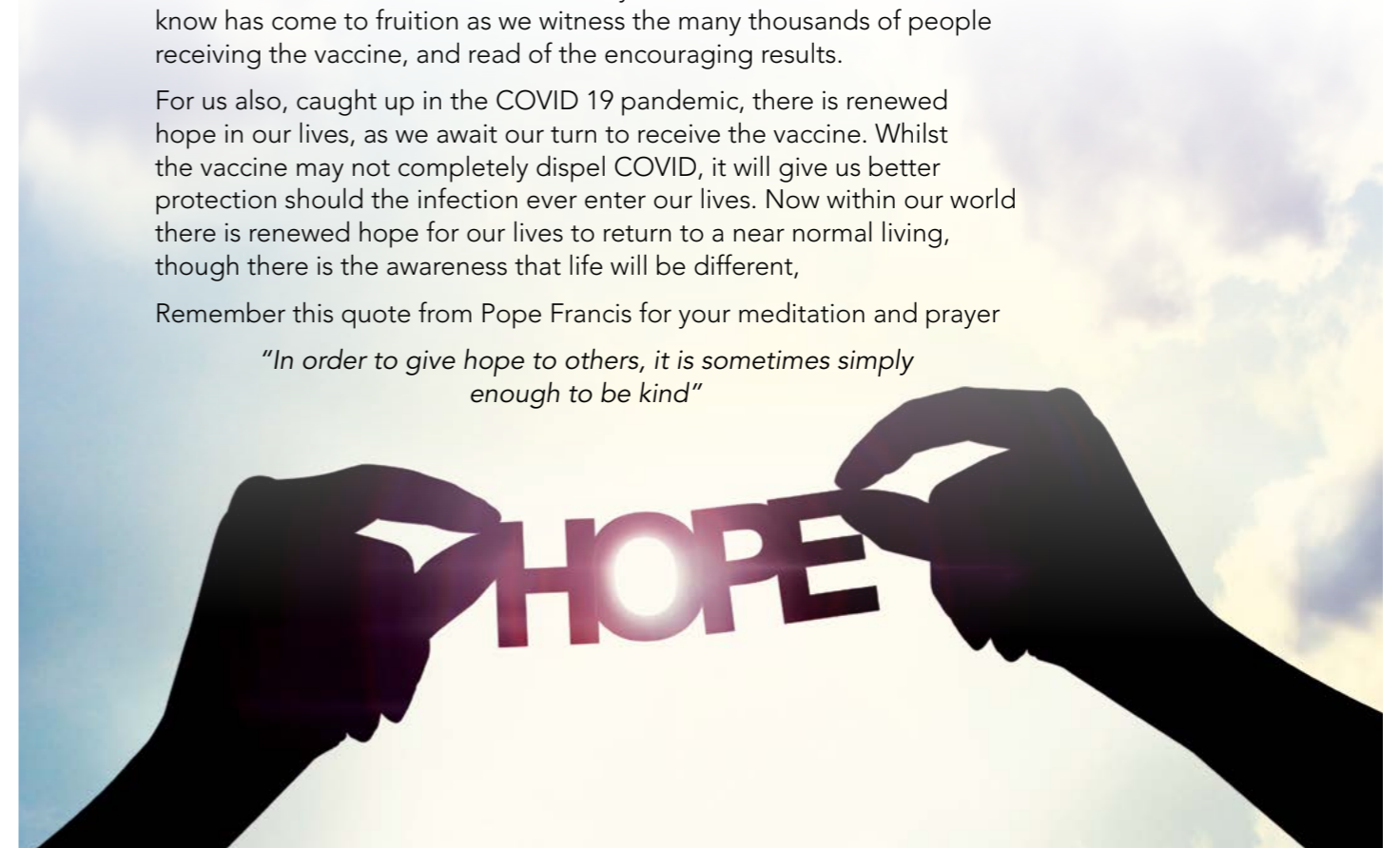
For us also, caught up in the COVID 19 pandemic, there is renewed hope in our lives, as we await our turn to receive the vaccine. Whilst the vaccine may not completely dispel COVID, it will give us better protection should the infection ever enter our lives. Now within our world there is renewed hope for our lives to return to a near normal living, though there is the awareness that life will be different,

Remember this quote from Pope Francis for your meditation and prayer

"In order to give hope to others, it is sometimes simply enough to be kind"



- Sr Janice



Staying Hydrated in Cold Weather

As we head into Autumn, the days cool down, we start wrapping up, turning up the heat and flicking the kettle switch more often. We also find ourselves less likely to drink because we feel less thirsty.

Just because we don't feel thirsty doesn't mean our bodies are hydrated. Water makes up about 70% of our body, and is vital for keeping our cells, organs and tissues functioning properly. Our bodies lose water through sweat, digestion and urination, so it is important that at any time of the year we keep hydrated.

Staying hydrated has many benefits for the cooler seasons of the year including:

Improving your skin

Our skin dries out from the stagnant and dry air from heating and the cold contrast outside can cause it to crack. Drinking water helps keep skin cells full and hydrated, reducing the risk of cracking.

Helps you be more energetic

Dehydration is a major cause for daytime fatigue and causes the body functions to slow down and use up extra energy resources. Sip throughout the day to keep yourself alert and energetic.

Fights Winter Weight Gain

During the cooler months we seek comfort and warmth from food. Try drinking a glass of water before eating as our brains often mistake thirst for hunger. Water also helps our digestive systems process food much better which is vital over the months when we tend to overconsume.

Protects Your Immune System

The colder months test our immune systems, but dehydration also weakens it. A lack of water in our system can dry out the mucous membranes that help protect our lungs and sinus passages, making us more susceptible to infection.

SYMPTOMS OF DEHYDRATION

It is not as easy to notice dehydration during the colder months, particularly if you're not sweating and you're feeling cool.

Signs of dehydration include:

- Dark urine
- Light Headedness
- Inability to Concentrate
- Tiredness
- Irritability
- Feeling Thirsty
- Loss of Appetite
- Fainting

HYDRATION TIPS

To stay hydrated throughout the year, it's important to drink before you feel thirsty and regularly throughout the day. There are a few ways which you can help yourself stay hydrated through the colder seasons.

Set a water drinking goal

Keep track of your water consumption by setting yourself a target each day. Carry a water bottle with you as a physical reminder and for easier access so you can achieve your goal.

Change it Up

If water drinking becomes too much of a chore, mix it up by trying alternatives like fruit and herbal teas, smoothies or infused flavoured water. Avoid too much alcohol or caffeine as they are both diuretics, which can lead to dehydration.

Eat Hydrating Foods

Fluid filled foods like oranges, rockmelon, celery and apples are an easy way to add more water into your diet. Homemade soups can also be a great way to hydrate, nourish and provide warmth.

Layer Your Clothing

Wearing breathable fabrics instead of heavy woollen clothes can help limit how much water is lost through sweating while allowing you to remove layers as you warm up during the day.

Quality Corner

Providing Customer Service

The foundation for any effective consumer experience is based on understanding the person as an individual, who they are and what is important to them. Our day-to-day interactions with our residents and clients have a significant impact on their experience, health and wellbeing.

Understanding a person's identity, culture, diversity and level of cognitive or functional ability is key in ensuring that they are treated with dignity and respect. The more we know about a person, the more we are likely to engage in meaningful conversation and be able to provide tailored care and support.

Small, simple changes in our approach can make a big difference to a resident or client's experience, leaving them feeling valued and respected. It is essential that we see every interaction as an opportunity to build relationships, mutual respect and trust. While many of the following tips might seem obvious, it is important that they are not forgotten.

When communicating with residents/clients:

- Greet them with a smile.
- Be polite, and approachable. It is important to make them feel like you have the time and want to listen.
- Ask them how they are, how you can help them or what they need. Ensure you really listen to their response.
- Use plain language and non-verbal cues where needed.
- Consider their communication needs. How can you best communicate with them effectively? Is there a particular method that works for them?
- When providing the consumer information make sure you are thorough and they have understood. Ask them if there is anything they need repeated or clarified.

Take the time to:

- Treat every resident/client with dignity and respect by understanding and acknowledging individual and cultural needs and preferences.
- Communicate regularly, check in with your resident/client and keep them up to date with any new information or processes.
- Encourage residents/clients to make their own decisions and support them by involving, listening to and respecting their views and choices.
- Take a few moments to ask them what their goals are for the day and what it would take to make the day as good as possible.
- Respond and follow up on any requests. Keep residents/clients up to date until there is a solution.

Person Centred Care - Know Me Well



Australian Government
Aged Care Quality and Safety Commission

Current as at 28th October 2020



Before Providing Care:

- Before you enter a room, make sure you knock and ask if it is okay to enter.
- If you don't know someone, introduce yourself and your role.
- Inform the person of any procedures or tasks before you do them and check with them if it is okay.
- Before you leave a resident/client, ask if there is anything else you can do for them.

FOR MORE
INFORMATION

Ensuring residents and clients are treated with dignity and respect is central to Standard 1 - Consumer Dignity & Choice.

For more information on the Standards, please ask your manager for a copy of the Aged Care Quality Safety Commission Guidance & Resources Manual.

Manual Handling: Good Handling Techniques for Lifting

In the moments before you engage in a lift there are simple things that you can do to ensure that you lift or carry safely.

1. Make sure your path is clear by removing any obstructions from the route.
2. If needed, plan to rest the load midway on a table or bench to change grip. For long lifts, use a trolley.
3. Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting.
4. Keep the heaviest side of the load next to the body.
5. Adopt a stable position and make sure your feet are apart.

Think before lifting/handling. Plan the lift. Can handling aids be used? Are there any obstructions in your way? Will help be needed with the load? (For more on thinking before you lift see the January edition of the OLOC Staff News).

Adopt a stable position.

The feet should be shoulder width apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Note that tight clothing or inappropriate footwear may make a lift more difficult.

Get a good hold.

Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture.

At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting.

This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist.

Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Avoid twisting the back

Or leaning sideways (especially while the back is bent). Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling.

Look ahead, not down at the load, once it has been held securely.

Move smoothly.

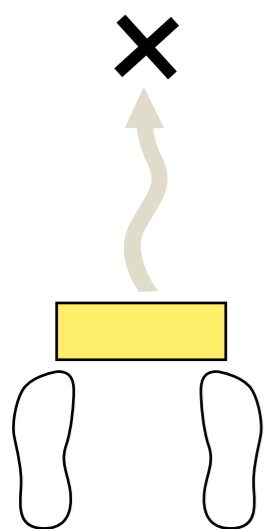
The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed.

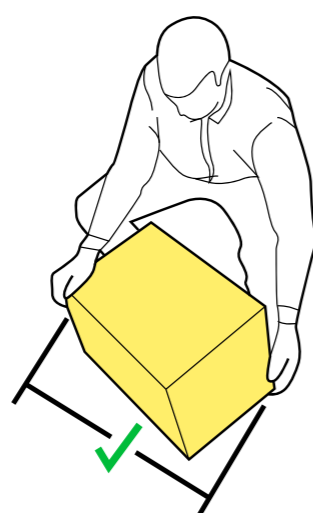
There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

Put down, then adjust.

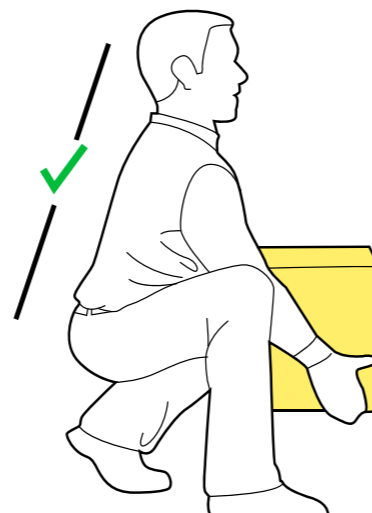
If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



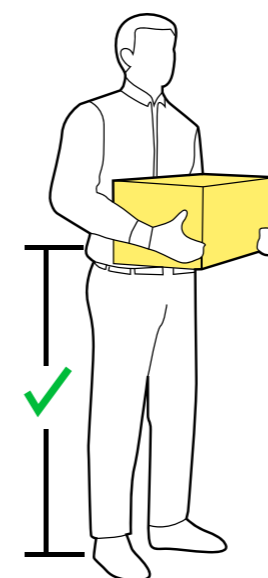
Plan your route and remove any obstructions.



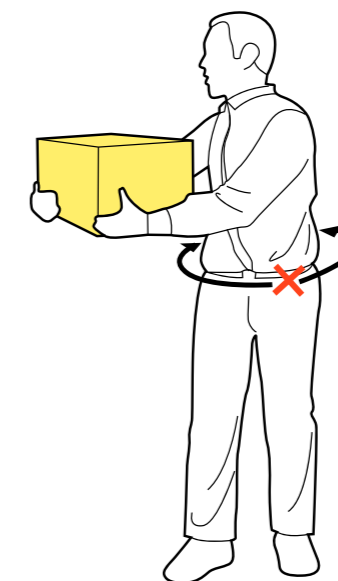
Adopt a stable position and get a good hold on the object.



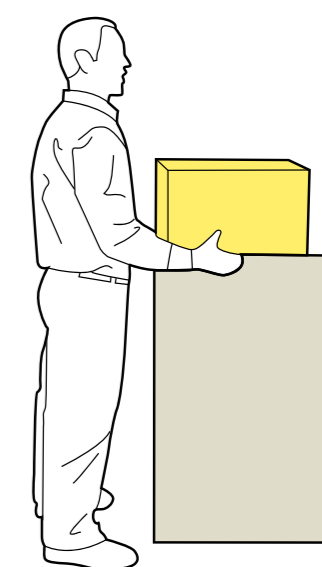
Lift with your legs and keep your back straight.



Hold the object at waist level and close to the body.



Don't bend or twist while lifting or carrying.



Put the object down and then adjust.

Medication Management: Antimicrobial Stewardship

(see also 3.42.13 in the Blue Procedures Manual)

Overview

"Antimicrobial resistance (AMR) was recently stated by the World Health Organization to be one of the greatest threats to human health. AMR reduces the effective prevention and treatment of an increasing range of infections caused by bacteria, viruses, parasites and fungi. These include organisms causing common infections such as urinary tract infections and pneumonia."

OLOC understands that the appropriate use of antimicrobials (antibiotics), improve consumer outcomes, reduce resistance, and helps reduce the spread of infection.

Procedure:

- RN/Manager is to monitor any consumer displaying symptoms as per the infection reporting criteria/Therapeutic Guidelines before referring to LMO to commence antimicrobials.
- Appropriate microbiology testing including MSU and wound swabs should be carried out as clinically indicated prior to the commencement of antibiotics wherever possible. However, in some instances the LMO may choose to commence antimicrobials without waiting for the result of investigations in which case the results should be reviewed by the LMO (within 24 hrs of them being received) to ensure the accuracy of the prescribed treatment.
- Infection type, reported organism and symptoms displayed are to be clearly identified and documented on the Infection Chart on Manad and in the Progress Notes by the RN/Manager.
- The LMO should clearly document the reason for prescribing antimicrobials in the consumers Progress Notes on Manad.
- The duration of antimicrobial treatment should be documented by the LMO on the medication chart and reviewed as required.
- RN/Manager to ensure consumer/NOK receives information regarding the antimicrobial treatment, its duration, ongoing review and the potential side effects.
- Staff are to inform RN/Manager immediately if a consumer suffers any adverse effects from the prescribed antimicrobial. Adverse effects should be reported to the LMO immediately or contact '000' if life-threatening.
- Data from the pharmacies and internal audits will be presented at the MAC meeting and any trends identified will be tabled and discussed at the CGM.



Please check Infection Monitoring 2021 folder for further information.

COVID-19 INFECTION CONTROL TRAINING

COVID-19 INFECTION CONTROL TRAINING IS AVAILABLE ONLINE. PLEASE ENSURE THAT YOU HAVE COMPLETED ALL MODULES AVAILABLE.

The course covers the fundamentals of infection prevention and control for COVID-19 and is necessary for all staff.

As you complete the modules you will receive a certificate, please provide Sonja with a copy for her training records.

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

Please note:
Training can be added or cancelled at short notice.

Please contact
Sonja Paynter on
Ext. 494 if you have
any enquiries.

EDUCATION CALENDAR

APRIL 2021

TUESDAY 6TH	Nursing Home Wound Management Meeting
WEDNESDAY 7TH	St Francis RN Meeting St Francis Staff Meeting
TUESDAY 13TH	Hostel Wound Management Meeting
WEDNESDAY 14TH	St Joseph RN Meeting St Joseph Staff Meeting St Helens Staff Meeting
THURSDAY 15TH	St Clare RN Meeting St Clare Staff Meeting
TUESDAY 20TH	Nursing Home Wound Management Meeting Alverna Staff Meeting
WEDNESDAY 21ST	Assunta Staff Meeting
THURSDAY 22ND	St Anthony Staff Meeting
FRIDAY 23RD	St Clare Fire Safety
TUESDAY 27TH	Hostel Wound Management Meeting

MAY 2021

TUESDAY 4TH	Nursing Home Wound Management Meeting
WEDNESDAY 5TH	St Francis RN Meeting St Francis Staff Meeting
TUESDAY 11TH	Hostel Wound Management Meeting
WEDNESDAY 12TH	St Joseph RN Meeting St Joseph Staff Meeting St Helens Staff Meeting
TUESDAY 18TH	Nursing Home Wound Management Meeting Alverna Staff Meeting Assunta Fire Safety
WEDNESDAY 19TH	Assunta Staff Meeting
THURSDAY 20TH	St Clare RN Meeting St Clare Staff Meeting
TUESDAY 25TH	Hostel Wound Management Meeting
THURSDAY 27TH	St Anthony Staff Meeting

Documentation and Records

To ensure professionalism and safety for ourselves, it is important that we keep correct documentation and continue to complete our paperwork.

Through the next few Staff News issues, I will be going over the paperwork that we need to fill out for our clients; including:

- Financial Record of Expenditure
- Care Plans
- Fire Plains
- Vital Call
- Risk Assessment Forms
- Treatment Sheet
- Communication Note

Final Record of Expenditure by Staff for Clients

All staff are required to fill this form out for every client/consumer they have in their care, if you are handling their money and they are not with you. This form is to be completed when you spend any amount for any purpose, including shopping, meals or social activities.

Procedure

- Fill in the sheet and place both the receipt and form into the provided plastic sleeve.
- Once the sheet is filled, you need to return it to the office along with the receipts and give it directly to your Care and Service Coordinator.
- This includes any purchases made with the tap and go payment method.

Note: You are not to use a client's pin number unless it has been approved and documented by your Care and Service Coordinator beforehand.



Vital Call

All staff must check their Vital Call units every 3 weeks. If there are any issues, please contact your Care and Services Coordinator immediately. If you arrive at any time and the Vital Call has a blue light around it, it means you must check that it is working.

After checking your Vital Call unit, ensure you document your name, the date and time of the test.

Note: Not all systems are under OLOC, make sure to check with your client first.

Along with the Vital Call unit, most clients have a Key Lock. If the Key Lock is out in the weather, it is important to check that you can open it. You can unlock it with a code from your Care and Services Coordinator, but as always ask your consumer/client if they want you to check it before getting the code.

Procedure:

- Get the code from your Care and Services Coordinator
- Check that the Key Lock opens
- Check that there are keys inside
- Report any concerns to your Care and Services Coordinator straight away.

By following these simple procedures, we are allowing ourselves to provide transparent, safe and respectful care for our clients or consumers.

- Deborah Cromie
Care and Service Coordinator



Our Lady of Consolation | Aged Care Services
Home Care

32 Evans Road
Rooty Hill, NSW, 2766
Tel: (02) 9832 4599
Fax: (02) 9832 4067
www.oloc.com.au

Financial Record of Expenditure by Staff for Client

Client Name: _____

[illegible]

Checked by Co-ordinator: _____ Date: ____/____/____

Located on Shared Server: Community Care - Updated November 2012



Our Lady of Consolation | Aged Care Services
Home Care

32 Evans Road
Rooty Hill, NSW, 2766
Tel: (02) 9832 4599
Fax: (02) 9832 4067
www.oloc.com.au

Vital Call Monitoring System

Staff to rest clients system every three weeks. Please sign sheet. Any problems please notify your co-ordinator ASAP.

Client Name: _____ Year: _____ Service: _____

[illegible]

Needlestick Injuries

Needlestick injuries occur when the skin is accidentally punctured by a used needle.

They can occur at any time when people use, disassemble or dispose of needles.

Incidental punctions by contaminated needles can inject hazardous fluids into the body through the skin. This often causes concern due the risk of contracting blood borne viruses, such hepatitis C, hepatitis B and HIV. It is important to remember that the risk of this is very low, however it is important to respond immediately after the injury occurs.

Needlestick?

WHAT TO DO AFTER AN INJURY



- Wash immediately with soap and water.
- Flush splashes to nose, mouth or skin with water.
- Report the incident to your supervisor.
- Immediately seek medical treatment.

After a needlesstick injury:

- Wash the area thoroughly with soap and water.
- Flush splashes to nose, mouth or skin with water.
- Notify your supervisor of the incident,
- Seek medical advice immediately.

You can reduce the risk of needlesstick injuries by:

- Never recapping, bending or snapping a used needle.
- Ensuring you utilise personal protective equipment as appropriate.
- Following all workplace safety procedures.
- Ensuring the needle is disposed of into a clearly labelled and puncture-proof sharps approved container.
- If you are working in a job in which you come into contact with blood or bodily fluids it is important to be vaccinated against hepatitis B.

Exposures to any Blood and/or Body Fluids

Act Immediately



Skin

- Wash thoroughly with soap and water.



Eye

- Rinse the area gently but thoroughly with water while the eyes are open.



Mouth

- Spit out.
- Rinse well with water.

Report Immediately



All

- Needlestick/sharps injuries.
- Exposure to any blood and/or body fluids.



Report all incidents to your supervisor immediately.



Complete an incident report.

Follow up: Refer to blood and body fluids exposure policy at your work place.

Contact

**National Needlestick Injury
& Other Exposures
Hotline; 1800 804 823**



Design and production by Human Services Promotions Unit. (039DE96)

Notice Board

- EMPLOYEE ASSISTANCE PROGRAM (EAP)

ACCESS Programs have been engaged by OLOC to provide an Employee Assistance Program for staff members. They provide confidential, professional and free counselling for work related, family and personal problems. Through access to qualified counsellors, our staff have the opportunity to identify problems and find the best way to resolve them. You can contact ACCESS to make a confidential appointment on: **1800 818 728**.

POLICY AND PROCEDURE UPDATE

There has been a small amendment to the Corporate Leave Policy (No.7) clarifying payment of entitlements on separation. The additions are on page 9 under the heading 'Payment of Entitlements on Separation'. See your corporate policy manual, available in nurses' stations, managers' offices and at the front desk/administration building for more detailed information.

Support FMM Sisters' Projects in Indonesia and Ethiopia

Please complete the following form by ticking the box next to your preferred option and inserting your personal details and signature in the space provided: Commence Fortnightly Payroll Deduction Form:

I _____
(insert name in block letters) hereby authorise:
(Tick the box below that applies):

☐ \$2.00 or

☐ \$ _____ (Alternative amount per fortnight)
to be deducted from my fortnightly pay to assist the FMM Sisters in HIV/AIDS Education in Ethiopia.

I authorize this deduction to commence from my next available pay until such time as I notify otherwise in writing or until the project ceases.

Signed: _____

Date: ____/____/____

Bundy No./Payroll ID _____

MANAD
SUPER USERS

SONJA PAYNTER
JULIE KOBERLER
SOLOMON KEBEDE
MARYANN PETERS
CYNTHIA CALUBAD
HEIDI GHER
NENITA RONQUILLO
ANDREA EL BOUSTANI
ROBYN DICKENS

PUBLIC
HOLIDAYS
NSW
2021

Good Friday

Friday 2 April 2021

Easter Saturday

Saturday 3 April 2021

Easter Sunday

Sunday 4 April 2021

Easter Monday

Monday 5 April 2021

Anzac Day

Sunday 25 April 2021

Queen's Birthday

Monday 14 June 2021

Labour Day

Monday 4 October 2021

Christmas Day

25 December (Day in lieu)

Monday 27 December 2021

Boxing Day

26 December (Day in lieu)

Tuesday 28 December 2021

**OLOC nominated Public Holiday
in lieu of Bank Holiday**

To be nominated