

OLOC STAFF NEWS

Our Lady of Consolation
Aged Care & Services

ISSUE 1 **FEBRUARY 2022**



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Barry Wiggins

Dear Staff Member,

OLOC Gift Card Program for residential care staff

At the OLOC Board meeting last Monday evening, Board members acknowledged the outstanding work that residential care staff had done when we were recently battling Covid outbreaks and staff were working in full PPE.

As a gesture of appreciation of that work, the Board has approved two separate allocations of gift cards to those current and active staff who worked a significant number of hours in our residential care facilities in the four weeks from Monday 27 December 2021 to Sunday 23 January 2022. This applies to direct care staff other than facility managers, as well as to kitchen, laundry, maintenance and administration staff who were based in facilities. It is a particular acknowledgment of the challenge of working in full PPE.

The gift cards will be allocated on the basis of the average number of hours worked per week in shifts in our facilities during the four-week period, excluding any type of leave. We expect that the gift cards will be paid in March and will be as follows:

- Staff who averaged between 10 and 20 hours a week will receive a \$150 gift card
- Staff who averaged between 21 and 30 hours a week will receive a \$290 gift card
- Staff who averaged 31 hours or more a week will receive two \$250 gift cards. These will be separate benefits, allocated two weeks apart.

These benefits are separate from the payments that the Commonwealth Government recently announced for aged care direct care staff, and which are explained below.

Other government payments coming soon

As you are probably aware, the Government is going to pay up to \$800 to care and support staff in residential and home care settings.

The money will be paid in two instalments to care and support workers in home care and to direct care workers, food preparation workers and cleaners in residential care. OLOC has no say in who is eligible for this payment, but we are pleased that for the payments that are being made this year, our kitchen, servery and laundry staff are included, as well as our cleaning staff. You might recall that these staff groups were excluded from previous government payments in 2020.

The two instalments of up to \$400 will each be payable to workers employed on 28 February and 28 April. The amount paid to each staff member will depend on whether the worker is working in home care or residential care and will be prorated based on the highest number of hours worked in a single week out of the four weeks leading up to those dates.

The rates are as follows (if a person qualifies for both instalments):

Hours	Home Care	Residential Care
3-15	\$300	\$400
16-30	\$480	\$640
> 31	\$600	\$800

We expect to be able to pass on the first instalment of this government payment in the third week of March and the second payment in the second week of May.

Barry Wiggins

Barry Wiggins
Chief Executive Officer
17 February 2022

As Covid Continues

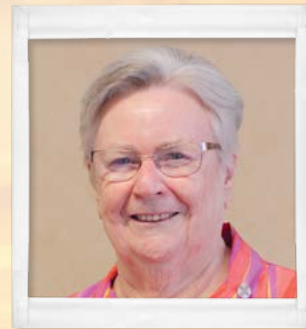
In looking back at previous articles even back to this time last year, we were talking about COVID easing and life getting back to a new normal. Well unfortunately as we all know there have been small glimpses of hope only to see them dashed and now again we are still waiting in the land of Hope.

Perhaps it is now that we are more cautious and having been disappointed before, I know from my point of view, I am more prepared to wait a little longer and not rush into doing away with the mask or mixing with crowds.

Now I find myself taking more time to meditate, to look at my life, to accept in a more practical way the limitations imposed. Way back we read in the Old Testament, that the Israelites wandered for 40 years in the desert before they reached the Promised Land of Israel.

Whilst we are confined, we have more to distract us. Though we may not be able to see our families in person, we have the means to keep in touch and we can follow world events, sport's events, and we can take the time to observe the change in the gardens around us. Most importantly we have read or know of, many people who have stopped and taken a look at their life, and learned to appreciate the positive things in their life, things that previously they took for granted. As you and I get older we have the time to look back and give thanks, let us not waste this time. Even if we have unsettling memories of the past, there is always something we can learn. Everything in our lives has had meaning for us, the good and not so good. Let us give thanks for that.

I would like to finish with some words from Isaiah the Prophet, to the people of Israel who often spent a lot of time complaining when things did not go their way. Take time to sit with the words and let their beauty wash over you.



- Sr Janice

"Once more there will be poured on us the spirit from above; then shall the wilderness be fertile land and fertile land become forest. In the wilderness justice will come to live and integrity in the fertile land; integrity will bring peace; justice give lasting security. My people will live in a peaceful home, in safe houses, in quiet dwellings."

Isaiah 32:15:18

The Basics of Meditation

Meditation is the practice of focusing on one singular point, whether that be paying attention to your breath, visualising, connecting to your innermost thoughts or simply making an effort to do nothing at all. Meditation can be intimidating for many but the key to learning how to meditate is to understand what works best for you.

Meditation can help you cope with life's stressors, help decrease chronic pain, reduce insomnia and even help lower your blood pressure. While meditation isn't a cure all, it can certainly provides much needed space in your life.

There are five reasons to meditate:

- Understand your pain
- Lower your stress
- Connect with yourself better
- Improve your focus
- Reduce brain chatter

There is no right or wrong way to meditate. The following is a guide you can use to start you on your journey.

How to Meditate:

- Find a quiet place to sit that feels calm to you and where you won't be disturbed.
- Set a time limit, especially if you're just starting out. Aim for 10-15 minutes a day, but even 5 minutes can make a big difference.
- Get comfortable and notice the position you're in. Are you feeling supported and is it a position that you can stay in for a while?
- Close your eyes and follow your breath. Focus on the rise and fall of your chest and stomach as you inhale and exhale.
- Take note of your thoughts. Be kind to yourself and don't dwell on your wandering mind. Acknowledge the thoughts, let them float away and return to your breath.
- End your meditation with gratitude, by being thankful for the time and space. When you're ready, open your eyes, move your fingers and toes and take notice of the sounds, smells and sights in your environment.
- Enjoy a calmer, clearer mind for the rest of the day.

The power of meditation comes from creating a routine and making it a daily practice. Studies have shown that meditating for 15 minutes a day had a similar effect on the body as taking a vacation. While sitting in a room cross legged doesn't have the same appeal as a morning walk along the beach in the Bahamas, making meditation part of your day is a quick and easy way to get the same emotional, mental and physical benefits without the stress of travelling.



Health & Wellbeing

How to Start Exercising

Deciding to exercise is the first step in the journey. If you haven't exercised much before or it's been a while, it can be daunting to know how and where to start. Here are some tips to help you get active, and onto a healthier, happier lifestyle.

How much exercise?

According to studies, adults between the ages of 18-64 should try to be active for at least half an hour on most days of the week. Ideally an adult should do between 2 and a half hours to 5 hours of moderate intensity activity each week and 1 - 2 and a half hours of vigorous intensity each week or even a combination of the two.

Moderate intensity exercises are defined as those that require physical effort to complete but still allow you to speak fairly easily while you do them, for example brisk walking or riding a bike.

Vigorous activity requires more effort and will leave you breathing harder and faster than normal. Running, fast cycling or climbing stairs are all examples of vigorous exercise.

As you get fitter you might find that your breathing rate becomes easier and then you'll know you need to adjust the amount and type of exercise you do.



Start Slowly

Doing any physical activity is better than none. The suggestions above are guidelines; not everyone will be able to achieve them straight away.

Start slowly, find out what exercises you enjoy, notice how you feel when you do them and how easily they can fit into your routine. A 10-minute walk at lunch time with a workout video at home a couple of times a week is a good place to start. From here you can build up to the guidelines.

Make it part of your day

When exercise is part of your daily routine, getting up and active becomes second nature. Block time out for yourself to be active each day. It might also be helpful to combine activities so they can seamlessly become part of your regular schedule. For example, you could go for a walk and a coffee with your friend or create a tv workout and exercise during the ad breaks of your favourite show.

Know Your Goals

You might start your exercise journey with a specific goal in mind when you start exercising, like losing kilos, improving your balance or being able to do a marathon, or you simply might start to benefit your overall health. Whatever the reason, make sure you make time to check in and recognise any improvements or changes.

For some advice on setting exercise goals, look at the SMART goal guidelines on the next page.

Find something you like

You're more likely to stick to a new workout plan if you enjoy the activity. Remember your goals and make sure they're personal and specific to keep you motivated. Keep in mind that different things motivate different people and that there's no one right way to be active.

With so many options when it comes to exercising, don't be afraid to mix it up and try something new. You don't have to stick with the first activity you try or do what everyone else is doing. Explore what makes you feel good.

Mix It Up

Different exercises do different things for your body so it's important to do a range of types of exercise throughout the week.

Cardio is exercise that gets your heart rate up. It's good for your heart health and also burns kilojoules at a high rate, helping you maintain a healthy weight and sometimes lose the extra centimetres around your waist or hips.

Muscle strengthening makes your muscles stronger while building and maintaining bone mass. This includes lifting weights, body weight exercises or resistance exercises. It's recommended that adults do muscle strengthening activities at least twice a week.

Flexibility is also important, especially as you age. Make time to stretch before and after each exercise session to improve flexibility and reduce the risk of injury.

SMART GOALS

The SMART system is a goal setting technique that helps you realise your goals by breaking them down into smaller more achievable goals.

Specific

Be clear on what you're aiming for.

The more specific the goal, the better. It helps you focus and see what is being achieved.

Measurable

Make it so you can identify achievements

Setup your goal so that you can identify success through actual measurement for example, instead of just trying to eat better, aim to eat 5 serves of vegetables each day.

Achievable

Make your goal something you're capable of doing

It's easy to get caught up in the possibilities when setting up a new goal, however you need to keep in mind that it's okay to be ambitious but they need to be achievable. Start easy and set more challenging goals gradually.

Realistic

Be reasonable

Before committing to a list of goals, make sure they are things you can actually do given your abilities and commitments. It's okay to be ambitious but be practical.

Timely

Set yourself a timeline

A goal isn't much use unless it has a timeframe. By putting a time and date on our goals we give them a sense of urgency and accountability.

Spotlight on
STANDARD 2:

'I am a partner in ongoing assessment and planning that helps me get the care and services I need for my health and well-being.'



ONGOING ASSESSMENT & PLANNING WITH CONSUMERS

Standard 2 promotes including consumers in the planning and assessment of their care and services, in accordance with their own personal needs, goals and preferences so that they can get the best possible services going forward.

A residential aged care setting should be able to identify and address a consumer's wishes with respect to both their current care, advanced care planning and end of life planning. These plans must be well communicated, documented and reviewed on an ongoing basis as a person's needs change.

Standard 2 is upheld by assessment and planning which:

- Considers the risks to the consumer's health and wellbeing, informing the delivery of safe and effective care and services
- Identifies the consumer's current needs, goals and preferences including advanced care planning and end of life planning.
- Is based on a partnership between consumer and others that the consumer wants to include in the assessment, planning and reviewing.
- Effectively communicates the outcomes of the assessment and planning and documents a care and services plan that is readily available to the consumer and where the care and services are provided.
- Is reviewed regularly for effectiveness and when circumstances change or incidents impact the needs, goals or preferences of the consumer.

PERSONAL CARE & CLINICAL CARE

Standard 3 is designed to help provide personal and clinical care that is safe and appropriate for the individual consumer. The key purpose of this standard is to ensure that the care provided to consumers is of the highest standard and is tailored to their needs to promote positive outcomes for their health and wellbeing. This includes services such as bathing, dressing, providing mobility aids, nursing, activities that promote independence, specialised therapies and end of life care.

The standard is applied using the follow requirements:

- Ensuring the consumer is receiving the best practice of care that is tailored to their needs and enhances their health.
- Removing dangerous or common risks and keeping the consumer safe.
- Meeting the needs, goals and preferences of consumers who are nearing the end of their life, ensuring they are comfortable and respected.
- Quickly addressing a deterioration or change in a consumer's mental or physical health.
- Accurately documenting the consumer's condition, needs and preference to keep other carers well informed.
- Reducing infection risks with infection control practices and appropriate antibiotic prescriptions.

This can be achieved by continuing to provide the best care possible by ensuring residents' needs are being met by acknowledging their preferences and taking notice of signs and changes in residents and documenting them on Manad.

FOR FURTHER INFORMATION

ON ALL THE STANDARDS PLEASE ASK YOUR MANAGER FOR THE COPY OF THE AGED CARE QUALITY SAFETY COMMISSION GUIDANCE & RESOURCES MANUAL OR A COPY OF THE STANDARDS.

Spotlight on
STANDARD 3:

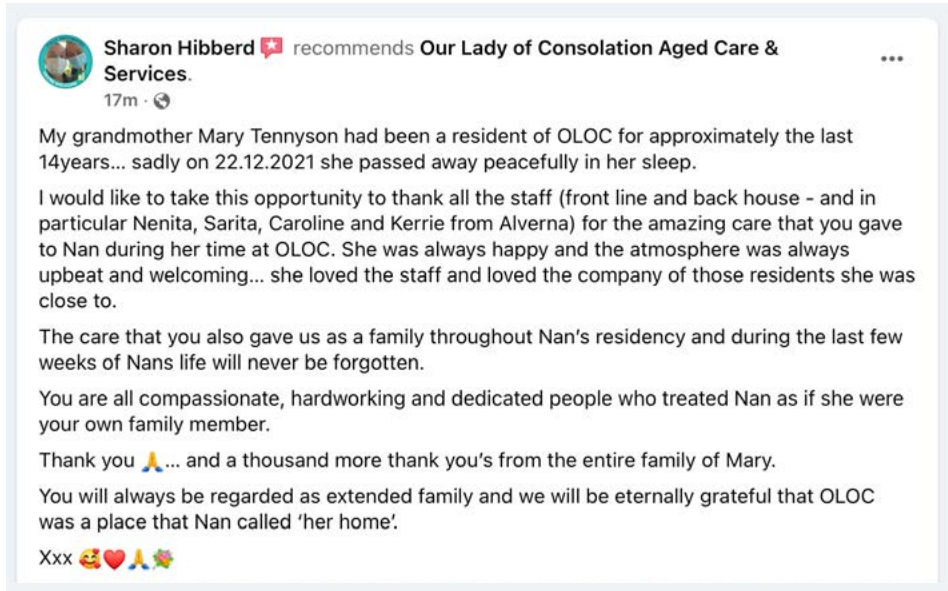
'I get personal care, clinical care, or both personal care and clinical care, that is safe and right for me.'



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.



Thanks again to the wonderful staff for such lovely ways of keeping our dearest happy. Love your work.

It is wonderful how many activities you have done for your residents to keep them occupied. Well done.

It's wonderful how you all keep your residents happy doing craft & other things. God bless everyone of you.

Thank you Our Lady of Consolation. You are doing a great job keeping us in contact with our loved ones in this hard time ♥



Timesheets

In this issue we will be focusing on timesheets as it appears that we are not receiving them on time.

Every week you are provided with a timesheet which details where you will be working the following week. At the end of each week, you need to hand in your timesheet, but unfortunately, we're experiencing too many cases who aren't. It is essential that your timesheets are returned in time for your care coordinators to complete the month.

Timesheets must be handed in each week

There are many ways which you can provide a copy of your timesheet to your coordinator.

Including:

- Handing it in on your last day of work;
- Emailing it directly to your Care Coordinator or Assistant Coordinator;
- Faxing it to 9832 4067, or;
- Taking a photograph of it and texting it to your care coordinator.

If you finish after the office is closed you can put it in an envelope with your Care Coordinator's name on the front and slip it under the front glass door of the Admin building.

It is essential that you remember that your timesheet is a legal document. As such, you must only use blue or black pen and ensure they are as neat as possible so they can be read. You can fill in any changes as they occur on the back page unless you are asked to pick up a new timesheet. Each timesheet must be signed to say that the information provided is correct and matches what you have worked for the week.

The last day of every month is **END OF BUDGET** for your coordinator. What this means is that every item purchased or given to a consumer must be accounted for and ticked off, including your timesheets. Please make sure your coordinator has a copy of your timesheet the day before or at the latest, the morning of end of budget so we can approve the shifts for your consumers.

Please put a smile on your care coordinators face and have your timesheet properly finalised and handed in before End of Budget.

- Deborah
Care and Services Coordinator

END OF BUDGET DATES

Monday 28th February

Thursday 31st March

Friday 29th April

Tuesday 31st May

Thursday 20th June



Wound Awareness

WHAT IS A WOUND

A wound is any damage or break in the surface of the skin. Wounds can be accidental, surgical or occur because of an underlying disease (such as diabetes or vascular disease).

Wounds and in particular chronic wounds are too common an occurrence in the elderly; given that those are the people that we all care for, let's all get to know how to spot different wounds, and understand how they progress.

What are the signs that a wound isn't healing?



Pain and heat



Odour



Excess Fluid



Slow healing



Chronic Disease and ageing

- The area around the wound becomes red, swollen and hot
- The wound becomes painful
- Fluid from the wound changes, becoming discoloured, thick or excessive
- The wound has not noticeably decreased in size over 4-6 weeks (even a small wound)
- The wound bleeds regularly or profusely
- The wound changes colour, becoming black or yellow
- The person with the wound reports feeling unwell or having a temperature.

What are chronic wounds?

Acute wounds usually heal quickly and without complication. Chronic wounds are those that take more than three months to heal or are recurring.

How wounds heal

Wound healing is a complex process. How a wound heals depends on the type of injury, its depth, size, location and each person's individual circumstances.

Initially a clot/scab will form from specialised blood cells and proteins. This is to protect the wound from blood loss and infection. Then the protein fibre collagen starts to grow in the wound along with new skin cells and new capillaries.

Dressing Bruises (Haematomas) and Blood Blisters

Skin is a delicate thing and different forces: knocks, bumps, cuts and grazes effect in different ways. Healing the skin is similar, in that you need different tools for different injuries.

Some bruises/haematomas and blood blisters need a dressing for protection against further damage from bumps and knocks, especially those on resident's arms and legs.

However, bruises/haematomas or blood/skin blisters with **broken skin** should be classified as an **Acute Wound** and dressed according to need (wound type).

All bruises should be assessed by an RN to determine if a protective dressing is needed.



Bruises/haematomas & blood blisters with intact skin

For protection only - cover area with combine and secure with bandage/Tubigrip or limb protector.

Change combine and monitor area daily.

Document on Manad Wound Chart including uploading progress photos weekly or if the area has improved or deteriorated.

Do not use any dressings or tapes that stick to the skin as they can cause more damage when removed.

NOT SURE OF WHAT TYPE OF DRESSING TO USE? Contact your Wound Management Group representative.

PLEASE
NOTE:

Combine dressings are *not to be used* for any wounds where the skin is *broken*.

Accu-Chek FastClix

The Accu-Chek FastClix lanceting device is used to obtain blood samples for glucose level monitoring in a quick, convenient and virtually painless way.

The benefits of this particular device allows for a single click action to make lancing easy, settings for different skin types and it is preloaded with 6 lancets which reduces the risk of accidental stick injuries.

How to use the Accu-Chek FastClix lanceting device

- First, you will need an Accu-Chek FastClix lancet drum. Each drum contains 6 preloaded lancets.
- Remove the cap from the lanceting device.
- Insert the drum, white end first, ensuring to push it all the way in.
- Do not remove the drum until you've used all 6 lancets, as you cannot put it back in once you remove it.
- Now place the cap back on your lanceting device.
- Set the penetration depth by turning the dial to match your individual skin type.
- To use the device, simply press the button on top all the way down.
- **After each test, refresh to a new lancet by pushing the white lever back and forth once.**
- The number in the display tells you how many lancets you have left to use before you need to replace the drum.



Important Note:

Lancing devices cannot be shared between people. Even though the device is used on one person, a new lancet must be used each time you test to reduce the risk of infection.

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>

EDUCATION CALENDAR

MARCH 2022

FRIDAY 4TH	St Anthony Fire Safety
WEDNESDAY 9TH	St Joseph Staff Meeting St Helens Staff Meeting
TUESDAY 15TH	Alverna Staff Meeting Chief Warden Fire Safety
WEDNESDAY 16TH	St Francis Staff Meeting Assunta Staff Meeting
WEDNESDAY 23RD	Nursing Home RN Meeting
THURSDAY 24TH	St Anthony Staff Meeting
FRIDAY 25TH	Assunta Fire Safety

APRIL 2022

WEDNESDAY 13TH	St Joseph RN Meeting St Helens Staff Meeting
TUESDAY 19TH	Alverna Staff Meeting
WEDNESDAY 20TH	St Francis Meeting Assunta Meeting
FRIDAY 22ND	St Joseph Fire Safety
WEDNESDAY 27TH	Nursing Home RN Meeting
THURSDAY 28TH	St Anthony Staff Meeting

Notice Board

URGENT ACTION - OLOC STAFF - COVID-19: MANDATORY BOOSTERS

It will soon be mandatory for all staff to have received their Covid-19 booster.

February 10, National Cabinet endorsed the Australian Health Practitioner Principal Committee (AHPPC) statement requiring mandatory booster vaccinations in aged care facilities for staff with the new rules in place by the end of March. This means if you have not already received your booster, you should arrange this as soon as possible.

You also need to provide your evidence of having had the Booster to OLOC to show us that you have met the requirement.

- 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**.

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
2022/2023

Good Friday

Friday 15 April 2022

Easter Saturday

Saturday 16 April 2022

Easter Sunday

Sunday 17 April 2022

Easter Monday

Monday 18 April 2022

Anzac Day

Monday 25 April 2022

Queen's Birthday

Monday 13th June 2022

Labour Day

Monday 3rd October 2022

Boxing Day

Monday 26th December 2022

Christmas Day (in lieu)

Tuesday 27th December 2022

New Year's Day (in lieu)

Monday 2nd January 2023

Australia Day

Thursday 26th January 2023