

OLOC STAFF NEWS

Our Lady of Consolation
Aged Care & Services

ISSUE 6 **DECEMBER 2023**



- NOTES FROM THE FMM
- STAFF EVENTS
- WELLBEING

- HEALTH & WELLBEING
- FEEDBACK FROM FAMILIES
- SPOTLIGHT ON

- RECAP
- EDUCATION & TRAINING
- NOTICE BOARD

3	Notes from the FMM Christmas in Greccio.
4	Staff Events Service Awards; Christmas Party; Christmas Hampers; Work Health & Safety Elections; Christmas Savings.
7	Feedback from Families Facebook Comments.
8	Wellbeing End of Year Reflection.
9	Health & Wellbeing Festive Fitness.
10	Celebrating the Diversity of our Staff Getting To Know the OLOC Staff.
12	Recap Reflection on an Amazing Year.
13	Spotlight On Understanding Stomas.
14	Technology Simple Dose.
15	Education & Training Code of Conduct for Aged Care; Education Calendar.
16	Notice Board Support FMM Sisters' Projects in Indonesia and Ethiopia; Charter of Aged Care Rights; Employee Assistance Program (EAP); Public Holidays NSW 2023/2024.

HOME CARE
NEWS

RESIDENTIAL
NEWS



- Sr Janice

This is the cave where St. Francis of Assisi organised the first nativity scene.

Christmas in Greccio

As we move into December, our thoughts turn to celebration with family, holidays perhaps; it is usually a time for festivities and joy.

In Greccio, Italy, the Franciscan family are celebrating the 800th anniversary of Francis preparing a crib for the commemoration of the birth of Jesus. This was the first time ever a crib had been built in imitation of the one at Bethlehem, with live animals and people as actors. In a recent letter sent from the Minsters General to the whole Franciscan family we read:

"As the Franciscan Family celebrating the centenary of the Christmas at Greccio, we are invited to pause before the mystery of the birth of Jesus in order to contemplate the depth of God's love for humanity. Our faith in this Birth prompts us to discover the seeds of the word present in all cultures and in contemporary society, so that we might bring to bloom the seeds of humanity we find there. Moreover, it urges us not only to defend life but also to become instruments of life and humanity in our families and fraternities, reaching out to those who are seen as social rejects, who are no longer considered human."

However, there are many parts of world where there is war and devastation, as our news outlets tell us on a daily basis. Pope Francis has recently issued many cries for peace to be restored throughout the war-torn areas of the world. We should listen to him and join our voices with his at this Christmastide. In one of his prayers Pope Francis concludes with the following words:

"Every human being, Christian, Jewish, Muslim, of any people or religion, every human being is sacred, is precious in the eyes of God and has the right to live in peace. Let us not lose hope: let us pray and work tirelessly so the sense of humanity may prevail over hardness of heart."

Let our prayer this Christmas centre on our need to reach out to one another, to show our respect and love for each one, in our families, our work situations and to do what we can to bring love and respect back into our world.

May the Christ child bring you many blessings this Christmas.

Staff Events

CONGRATULATIONS TO THE FOLLOWING STAFF WHO WILL RECEIVE SERVICE AWARDS THIS YEAR.



5 Years

Robyn PHILLIPS
 Fiona STEVENSON
 Siham EL-BOUSTANI
 Arlene ITO
 Anna CALABRESE
 Samrawit OKBU
 GHILAMICHAEL
 Ralph SCHMIDT
 Manpreet KAUR
 Hakam AL JABI
 Isabelita BARRINGTON
 Susan SWAN
 Nashua ABDULAHED
 Ganga Laxmi KOJU
 MAHARJAN
 Samoanagalo SMITH
 Alam Gul AHMADI
 Reyna TRIMBOLI
 Clarisse FAJARDO
 Roxana ABREGO
 Jodie INGRAM

10 Years

Jessica HESTER
 Rashika LAL
 Joyce ALVAREZ
 Deborah COMBER
 Elizabeth STROUD
 Sonia CRUZ
 Calvin RADAZA
 Imelda MANUEL
 Ezekiel MANAMPAN
 Leonie GALAYINI
 Vanessa McDONALD
 Irene BRANDWOOD
 Nemencia ABAYARI
 Janet ALQUILLERA
 Reshica SINGH

15 Years

Savitri RANJAN
 Julie Anne KOBERLER
 Zenaida SORIA
 Lualima Luisa FAALELEI
 Ma Rubina CALUAG

20 Years

Maria GEALE
 Jamie MENG

25 Years

Brett HORSFALL

30 Years

Susan BOULTER

35 Years

Amelia TAVO

OUR LADY OF CONSOLATION
*Sparkle & Shine it's
 Christmas Time!*
 THURSDAY 14TH DECEMBER
 6.30pm - 10.30pm
 WEST HQ ROOTY HILL

All staff attending will need to socially distance and do a RAT test before they enter the function area. RAT tests will be available from 6.00pm. Please do not attend if you are feeling unwell.

**OLOC
 Christmas Hampers!**

Hampers will be available for collection from the main kitchen
 10.00am till 11.00am
 2.30pm till 3.30pm

Monday 18th December (2.30pm - 3.30pm only)
 Tuesday 19th December
 Wednesday 20th December
 Thursday 21st December
 Friday 22nd December (10.00am - 11.00am only)

Please note that fruit hampers will not be available for collection until Wednesday 21st from 2.30pm - 3.30pm.

Feedback from Families

Work Health & Safety Elections

OLOC arranged for the 4 newly appointed OLOC WHS Staff Consultative Committee Meeting Staff Representatives to attend the 5-day Safework NSW Approved 'Health and Safety Representative' course at Blacktown in November 2023.

Ruby Caluag and Dianne Napier represent the Nursing Home (St Anthony's, St Francis and St Joseph's) on this Committee, and Sandeep Kaur represents the Laundry and Maintenance Staff.

The 4th and most recently appointed representative, Kathleen Mae Tompong, representing Hostel staff (Alverna and St Helens), also attended the training.

Kathleen was appointed after being successful in an election by eligible Alverna and St Helen's staff. This position became available after a long-serving Hostel representative, Liz Dunlop, retired.

An election became necessary as when expressions of interest were called for to fill the vacancy, 3 expressions of interest were received. 1 expression of interest was withdrawn before the election, leaving 2 staff, Charina Francisco and Kathleen Mae Timpoc. Voting closed on 27 October 2023.



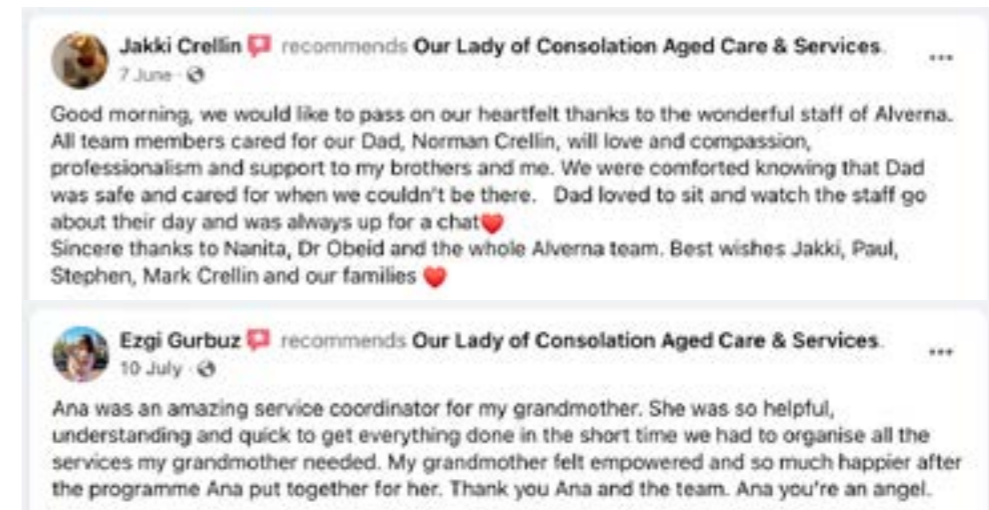
2 existing Committee Members, Lorraine Payne (Chair) and Sandeep Kaur, opened the ballot boxes and counted the votes on Monday 30 October 2023. Daniel Lancaster, Maintenance Manager, also assisted with the opening of one of the boxes. At the end of counting, Kathleen received 38 votes and Charina received 16 votes with 2 informal.

Please join me in congratulating Kathleen on her successful election and thanking Charina for her interest.

Peter Squire, A&CM

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.



CHRISTMAS SAVINGS

The OLOC Christmas Savings Scheme is designed for people to have some extra cash at Christmas time. Direct debit a small (or large) amount from your pay every fortnight, and then have the sum paid out in the last pay period in November.

The Christmas savings fund is a voluntary service offered by OLOC. It has no fees, but also offers no interest.

There is a minimum deduction of \$5.00 a fortnight, you may wish to increase or decrease the amount, but only one change is allowed during the year.

Written advice will be required if you wish deductions to be stopped or monies to be paid out. You cannot restart your Christmas savings account until the end of next year.

If you cease employment during the year, your Christmas savings will be paid into your last pay.

Contact payroll for more information.



End of Year Reflection

You can't plan ahead without looking back.

For many, the end of the year is often marked by a mixture of eating and drinking a little bit too much, increased anxiety for the lack of gifts purchased so far, trying to wrap the unwrappable and a blissful excitement for a new fresh clean slate as the year comes to a close.

Was 2023 better than you had planned? Or was it a year you just can't wait to see the back of? Either way it's important to take note, reflect, and learn from our lessons so we can work towards an even better 2024.

Many people dive straight into planning their new year's resolutions, neglecting to reflect on the past year, which may be a reason why their resolutions don't stick; they didn't take the time to work out what was really important.

Good or bad, take some time to reflect on the year to give yourself a head start on making next year the best yet.

Step 1

Start with the past year's highlights

Look back through your camera roll, on your social media or in your journal to list what stood out. Write them down so you physically acknowledge them and get a visual of how much you have accomplished in a year. It is extremely rewarding to see all of your hard work documented in one spot.

Step 2

List what worked well

Write down at least three things that really worked well for you in the past year. Perhaps you found a new gym, worked out the perfect work-life balance or paid off some debt.

Step 3

List what could have been better

It can be difficult, but look at your perceived negatives; things like not succeeding at waking up on time each morning. Determining what doesn't work gives you an idea on things you can change. Think about why it didn't work; it could be needing more discipline or perhaps it's not something you truly desire.

Step 4

What are you grateful for?

Gratitude is the best way to close any chapter. Even if things have not gone to plan and it hasn't been the best year, there is always something to be thankful for. Having a strong foundation of gratitude will strengthen your mindset and help you to better focus on what really matters to you.

Festive Fitness

Staying healthy over the Christmas Season

While it is the favourite season for many, the festive season can also be a challenging time for many, in terms of staying on track with your health goals. Whilst it is important to enjoy yourself, it is equally as important to figure out how to have the best of both worlds.

Here are some ways to keep your Christmas health in top shape:

Don't skip meals

Rather than skipping meals during the day and 'saving up' for a big binge meal at night, you should eat smaller, more frequent and healthy meals and snacks as normal during the day to keep your blood sugar and energy levels even and help you make better choices.

Eat before you go out

If you eat something small beforehand like a piece of fruit, you're less likely to overindulge at your holidays parties rather than showing up ravenous and eating everything in sight.

Sit further away from the food

Stand or sit further away from the food so it makes it harder to get up and go for seconds or thirds, and also prevents you from continuing to pick at the food because it's there.

Fill up on salads and veggies

If you have a variety of dishes to choose from, try to make at least half of your plate salad and veggies.

Drink in moderation

It's fine to have a few drinks at your holiday parties, but make sure you drink in moderation, alternate each alcoholic drink with a glass of water.

Stay active

The last thing you need to do over Christmas is to skip your workouts. If you can't make your usual workout make sure to build in a daily walk and try to get some more incidental exercise to burn off all that excess energy.

Drink more water

This can help satiate your appetite as well as keep you hydrated in the summer sunshine. Not to mention it will help prevent a possible hangover if you overdo it with alcohol.

Enjoy Yourself

Don't punish yourself by completely cutting out your favourite foods or drinks. It's Christmas after all and it's a time to celebrate and enjoy yourself, just remember that everything is fine as long as it's done in moderation.



Celebrating the Diversity of our Staff

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. How would your friends describe you?
2. What are your hobbies?
3. How do you unwind after a long week?
4. What was the last movie you watched?
5. What is your favourite family tradition?
6. What's on your bucket list?

Imelda
St Helens Care Staff



1. Skinny, fashionable and sweet. That might be a bad description but I took a challenge to make myself a better person.
2. Dancing and listening to music, especially Christian praise & worship songs.
3. Spending quality time with family. I go to church and fellowship with friends.
4. I watched Aladdin on the big screen.
5. Dinner or lunch outside at a restaurant. We go to church every Sunday.
6. To help my brothers and sisters in their time of need and a European tour.

Hannah
Accounts



1. Friendly, always helpful and humorous
2. I love going to museums and watching live music. I really enjoy jazz music.
3. Grocery shopping! So I can relax on the weekend! I like to hang out with friends or go on a date with my partner.
4. It was a Chinese movie, 'Lost in the Stars.' It's a crime movie, it was really good.
5. For our birthdays, my family hides a boiled egg in some steamed rice. The rice and egg are put into two bowls and they're stacked on top of one another. The birthday person has to twist the bowls apart and search for the egg. It's a symbol of new birth; a new birthday year.
6. Go on a family trip to Las Vegas.

Brett
Laundry



1. Outgoing and happy.
2. I like music; I collect records.
3. I watch Netflix!
4. Fast and Furious 4.
5. We go to Mum's house every Christmas.
6. I want to go back to the Gold Coast.

Gabby
Wellness Centre



1. Caring, sweet, sensitive and always helpful.
2. Crafting, sewing or crochet. I also love to draw and paint.
3. I like to put together a little cheese platter, set up our chairs in the garden, and sit with my hubby and have a chat over a beer and a glass of red wine.
4. The Grinch! It was the cartoon one too.
5. Christmas time is always the best. I make a Christmas pudding in the calico bag and we celebrate with family on Christmas Eve.
6. I would like to do the Bridge Climb.

Anu
St Josephs Care Staff



1. Friendly, talkative and clumsy.
2. I like to read, go out and try new food.
3. Clubbing! Or hiking and reading a good book.
4. Not really into movies but I have been watching a series called 'The Hundred.' It's really good!
5. Christmas is a big thing for my family! All the family comes together, we have a big dinner, drink and play card games.
6. I want to go scuba diving for my next birthday.

FUTURE EDITIONS

If you'd like to nominate somebody to be in the magazine, talk to your manager or coordinator.

Reflection on an Amazing Year

What a year it has been!

We want to start off our annual recap by thanking you all for the exceptional work that you continue to do, all while keeping yourself and your consumers safe against Covid-19. We are all extremely proud of you, and you should be as well.

We have reached another milestone, as we now assist 350 consumers ranging from the Lower Blue Mountains to Strathfield and everywhere in between. Well done team!

With our achievements in mind, I would now like to reflect on the year that 2023 was.



Education

Education played a big role this year, as we had our first block training together against since Covid. The training focused on consumer care and touched on the following points:

- Donning and Doffing
- Infection Control
- Community Care Standards
- Code of Conduct
- Clinical Procedures
- SIRS
- Infection Control
- Dementia
- Staff Capabilities
- Reminding and introducing staff to Salary Packaging
- Fire Safety in a community care setting
- Staff Appraisals

Care and Services Coordinators

There was also a lot of training for our Care and Services Coordinators, with several new changes that needed to be added.

This included:

- SIRS Webinar
- Infection Control and Capabilities
- Community Care Clinical Governance
- HCP Program Webinar Inclusion/Exclusions for Community Care Consumers
- Block Training with Community Care Team
- National Nurses Day
- New Capabilities for the Administration of Insulin, Medication Patches and Home Oxygen Management.
- Fire Safety
- Wellness Centre Staff Capabilities as well as new standards
- Code of Conduct, Infection Control, SIRS, Dementia Block Training
- Quality Care
- Risk Management

Moving forward to 2024, we have taken on all of your ideas for training and are planning more block training for Community Care Staff, especially as new policies and procedures are developed. We will be covering concepts such as the NSW Voluntary Assisted Dying, to create an understanding of how and what we will be doing as a response. Our Care Coordinators will also be having training on Risk Register and Consumers budgets.

We are truly grateful for all that you do. We wish you and your families a Merry Christmas and a very Happy New Year.

Ho Ho Ho from the Community Care Team!

Deb, Magda, Lilliana, Julie, Archana, Jodie, Lorraine, Charmaine, Ljubica, Chris, Til, Lynette,

Understanding Stomas

Having a stoma, even temporarily is a big change and takes some getting used to. Around 25,000 people in Australia live with a stoma and most lead a relatively normal life. Understand how a stoma works is important when providing care for people living with a stoma.

A stoma is a surgically created opening in the body that allows body waste to come out. Some of the bowel is brought out through the opening and stitched onto the skin. The most common type of stoma is an opening into the large or small bowel.

A stoma is soft, moist and red or pink in colour. It may be level with the surrounding skin or slightly raised. The stoma doesn't have any feeling, but the skin around it does. Stomas vary in size and can change shape after surgery.

There are three types of stoma:

Colostomy

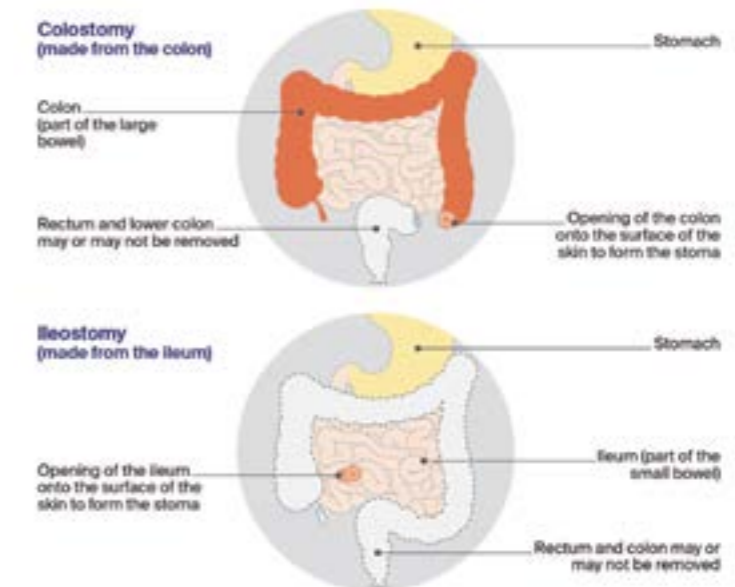
An opening into the large bowel or colon.

Ileostomy

An opening into the small bowel or ileum.

Urostomy (Ileal Conduit)

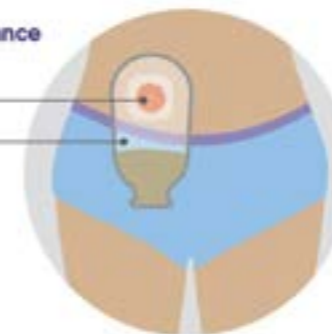
A permanent stoma made from a piece of small bowel to divert urine.



A stoma may be temporary (usually formed from a loop of the bowel) or permanent (formed from the end of the bowel). A temporary stoma is needed only until the newly joined bowel has healed. A loop of the bowel is brought out through the opening in the abdomen, and then cut and stitched to the skin. There would usually be another operation, 3-12 months after the stoma has been created to close the stoma and re-join the bowel. This is called a stoma reversal.

Stoma bag or appliance

Stoma
Stoma bag



When the bowel moves, wind and waste matter come out through the stoma. You cannot control when this happens, so a stoma bag is worn on the outside of the body to collect the waste. Stoma bags have adhesive on the back so they stick securely to the skin.

Stoma bags can be drainable (able to be emptied) or closed (thrown out after each bowel movement). How often the stoma bag needs to be emptied or changed is affected by what has been consumed.

Simple Dose

Simple dose is a tablet application designed to assist aged care staff in medication administration. Our hostel units have started using the program to help simplify medication rounds.



Simple Dose replaces the need for manual signing sheets by automating how medication administration is recorded. It has the ability to prompt and alert staff and help in the decision-making processes and adherence to special medication requirements. In doing so, the program drives efficiency, reduces error and allows for easier review and reporting.

How it works

SimpleDose uses a centralised system that allows aged care facilities, pharmacists and prescribers to share and communication information accurately and efficiently.

Records Access

Staff members have access to up-to-date information on patients' profiles, medication history, PRN medications, medication charts and health check information.

Notifications

The automated systems along with the notification features help facilities communicate prescription and medication supply needs to doctors and pharmacies.

Reporting

The reporting functions and workflow will assist aged care facilities to meet all regulatory requirements efficiently.



The advantages of using SimpleDose

Improves Medication Safety

Medications are prescribed, dispensed and administered are recorded electronically, reducing errors due to duplication and omission. The electronic records increase data accuracy, accessibility and visibility.



Reducing Administrative Burden

As the observations taken during the medication rounds are linked directly to Manad, SimpleDose provides a streamlined workflow. This allows staff to spend less time on administrative tasks providing more time to focus on residents' needs.



Improving Governance

With greater visibility and transparency, we are able to monitor, report and audit care practices more effectively and ensure they meet regulatory requirements.

You will be provided with your own username, password and 6 digit pin to log into SimpleDose.

If you have any questions about SimpleDose, contact Education on ext. 429

CODE OF CONDUCT FOR AGED CARE

- A.** Act with respect for people's rights to freedom of expression, self-determination and decision making in accordance with applicable laws and conventions.
- B.** Act in a way that treats people with dignity and respect and values their diversity.
- C.** Act with respect for the privacy of people.
- D.** Provide care, supports and services in a safe and competent manner with care and skill.
- E.** Act with integrity, honesty and transparency.
- F.** Promptly take steps to raise and act on concerns about matters that may impact the quality and safety of care, supports and services.
- G.** Provide care, supports and services free from:
 - i. all forms of violence, discrimination, exploitation, neglect and abuse and
 - ii. sexual misconduct.
- H.** Take all reasonable steps to prevent and respond to:
 - i. all forms of violence, discrimination, exploitation, neglect and abuse and
 - ii. sexual misconduct.



JANUARY 2024

TUESDAY 9TH	WMG Meeting
WEDNESDAY 10TH	St Josephs Staff Meeting
TUESDAY 16TH	Alverna Staff Meeting
WEDNESDAY 17TH	St Francis Staff Meeting St Helens Staff Meeting
TUESDAY 23RD	WMG Meeting
WEDNESDAY 24TH	St Anthony Staff Meeting
THURSDAY 25TH	Nursing Home RN Meeting

FEBRUARY 2024

TUESDAY 6TH	WMG Meeting
WEDNESDAY 14TH	St Josephs Staff Meeting
TUESDAY 20TH	WMG Meeting Alverna Staff Meeting
WEDNESDAY 21ST	St Francis Staff Meeting St Helens Staff Meeting
THURSDAY 22ND	Nursing Home RN Meeting
WEDNESDAY 28TH	St Anthony Staff Meeting

Notice Board

SUPPORT FMM SISTERS' PROJECTS IN INDONESIA AND ETHIOPIA

Please speak to your manager or payroll officer to complete a Fortnightly Payroll Deduction Form to assist the FMM Sisters in providing HIV/AIDS Education in Ethiopia.



CHARTER OF AGED CARE RIGHTS

I have the right to:

1. safe and high quality care and services
2. be treated with dignity and respect
3. have my identity, culture and diversity valued and supported
4. live without abuse and neglect
5. be informed about my care and services in a way I understand
6. access all information about myself, including information about my rights, care and services
7. have control over and make choices about my care, and personal and social life, including where the choices involve personal risk
8. have control over, and make decisions about, the personal aspects of my daily life, financial affairs and possessions
9. my independence
10. be listened to and understood
11. have a person of my choice, including an aged care advocate, support me or speak on my behalf
12. complain free from reprisal, and to have my complaints dealt with fairly and promptly
13. personal privacy and to have my personal information protected
14. exercise my rights without it adversely affecting the way I am treated

CHARTER OF AGED CARE RIGHTS 1ST JULY 2019

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**.

PUBLIC HOLIDAYS NSW 2023/2024

Christmas Day

Monday 25th December 2023

Boxing Day

Tuesday 26th December 2023

OLOC nominated Public Holiday in lieu of Bank Holiday

Friday 29 December 2023

New Years Day

Monday 1st January 2024

Australia Day

Friday 26th January 2024

Good Friday

Friday 29th March 2024

Easter Sunday

Sunday 31st March 2024

Easter Monday

Monday 1st April 2024

Anzac Day

Thursday 25th April 2024
