RESIDENT’S GUIDE

Maryborough Nursing Home

Maryborough Nursing Home
Maryborough Hill
Douglas
Cork
Tel: 021 4891586
Fax: 021 4891731
E-mail: office@maryboroughnh.com
Website: www.maryboroughnh.com

Date revised: 17/06/2013
Welcome to Maryborough Nursing Home!

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Conditions attached by the Chief Inspector:

**Condition 1**
The designated centre Maryborough Nursing Home shall be operated at all times in compliance with the Health Act 2007 as amended from time to time.

**Condition 2**
The designated centre Maryborough Nursing Home shall be operated at all times in compliance with the Health Act 2007 (Care and Welfare of Residents in Designated Centres for Older People) Regulations 2009 and the Health Act 2007 (Registration of Designated Centres for Older People) Regulations 2009 (as amended, consolidated, restated or replaced from time to time) and in compliance with all other regulations made under the Health Act 2007 as amended from time to time.

**Condition 3**
The designated centre Maryborough Nursing Home shall be operated at all times in compliance with the National Standards for Residential Care Settings for Older People in Ireland (as amended, consolidated, restated or replaced from time to time) and in compliance with all other standards made under the Health Act 2007 and as the Chief Inspector may notify to the registered provider from time to time.

**Condition 4**
The designated centre Maryborough Nursing Home shall be operated at all times in compliance with all other legislation, regulations and standards which are applicable to it including, but not limited to, such enactments which appear to the Chief Inspector to be relevant and which are cited to the registered provider in writing by the Chief Inspector.

**Condition 5**
Subject to any prohibitions or restrictions contained in any other condition(s), the designated centre Maryborough Nursing Home shall be operated at all times in accordance with and shall provide only the services set out in its Statement of Purpose, as delivered and amended from time to time in accordance with article 5 of the Health Act 2007 (Care and Welfare of Residents in Designated Centres for Older People) Regulations 2009 (S.I. No. 236/2009) (as amended, consolidated, restated or replaced from time to time).

**Condition 6**
No person under the age of 18 years of age shall be accommodated at the designated centre Maryborough Nursing Home at any time.

**Condition 7**
The maximum number of persons that may be accommodated at the designated centre Maryborough Nursing Home is 35.
This booklet has been designed to provide you with the necessary information required to make an informed choice. It will provide you with an introduction to care and services at Maryborough Nursing Home. Any further information required can be provided by the Person in Charge or nurse on duty. More detailed information about the running of the nursing home can be found in our Statement of Purpose and Function available in the nurses office or on our website.

**Aim**

We hope to make your stay a very happy one, where your individual needs are met. Our staff will ensure that you will have a safe and comfortable stay in our homely environment. We appreciate that coming into a care facility is daunting and stressful for many people and their relatives, our friendly staff will ensure the transition will be as smooth as possible.

**Objectives**

Maryborough Nursing Home is committed to providing the best possible care to our residents, embracing fundamental principles of good care practice, and in a manner that promotes continuous improvement in service delivery.

**Ethos**

At Maryborough Nursing Home we want to be the very best we can be at what we do and endeavour to promote a caring environment that respects the individual beliefs and dignity of our residents, their families and our employees.

**Facilities**

Maryborough Nursing Home is a purpose built nursing home on mature landscape gardens. It is wheelchair accessible. Maryborough Nursing Home comprises of 29 bedrooms - 23 single and 6 shared rooms which can accommodate 35 residents. All rooms’ sizes meet current regulations. Our communal area consists of 3 sitting rooms, large dining room and dressing room. We also have an enclosed patio.

**Care Provided**

Maryborough Nursing Home is a designated centre defined by Section 2(1) of Health Act 2007.

Maryborough Nursing Home is registered to accommodate maximum 35 residents. The maximum number of residents that we will accommodate is 35.

We accommodate both female and male dependent people over 65 years of age.

At Maryborough Nursing Home we provide long term, short term, convalescence and respite care. We provide care for people with dementia. At MNH we provide general nursing care 24 hours a day.

Maryborough Nursing Home does not offer separate facilities for day care.

We care for low, medium, high and maximum dependencies.
Descriptions of dependency levels are as follows:

**Low dependency**: This category refers to people who need some support in the community and the more independent residents in residential accommodation who require little nursing care. They are usually independently mobile but may use a walking stick and have difficulty managing stairs.

**Medium Dependency**: Person whose independence is impaired to the extent that he/she requires residential care because the appropriate support and nursing care required by the person cannot be provided by the community. Mobility is impaired to the extent that the person requires supervision or a walking aid.

**High Dependency**: Independence is impaired to the extent that the person requires residential care but is not bed bound. The person may have a combination of physical and mental disabilities, may be confused at times and be incontinent. He/she may require a walking aid and physical assistance to walk.

**Maximum Dependency**: Person whose independence is impaired to the extent that he/she requires nursing care. The person is likely to be bed bound, requires assistance with all aspects of physical care and may be ambulant but confused, disturbed and incontinent.

*Source: Long Stay Activity Statistics 2008 (Information Unit, Department of Health and Children)*

**Admission Criteria**

Prior to admission the Person in Charge will make an assessment of dependency level and suitability of the nursing home. This can be done in a hospital or at person’s home.

In most cases the person and their family will be encouraged to come and view the nursing home. The prospective resident will be shown around and familiarised with their surroundings. Residents Guide is supplied.

Maryborough Nursing Home does not accept any emergency admissions, all admissions are elective. We cannot accept residents requiring tracheotomy care.

**Contract of Care**

By agreeing to take up residency within Maryborough Nursing Home you will have signed a contract of care which ensures that you have a legally binding assurance of high quality care standards and that we have an acknowledgement of your commitment to our terms and conditions. Contract of care must be agreed and signed within a month of admission. Please see our Terms and Conditions of Contract of Care (Appendix 1).

**Activities**

The Nursing Home provides various activities on daily and weekly basis e.g., Movement, Exercise, Music Afternoons, Poetry Reading, Reminiscence Therapy, SONAS Therapy, Book and Newspaper Reading, Knitting, Film Evenings, Outings and interaction with students on FETAC courses and school students on work experience. We also provide activities sessions and SONAS therapy for residents with dementia.
Please see our regular activities chart below.

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<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<th>FRIDAY</th>
<th>SATURDAY</th>
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<tr>
<td>Knitting</td>
<td>Book &amp; Newspaper Reading / Bingo</td>
<td>Hairdresser services all day</td>
<td>Activities session with Elderwell (quizzes, art, movement exercises)</td>
<td>3.30pm Mass</td>
<td>Film evening</td>
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<tr>
<td>afternoon</td>
<td>6pm Mens Club (darts, cards, etc)</td>
<td>Live music afternoon with David Todd</td>
<td>SONAS sessions</td>
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<td>Mobile Library (Tuesday or Wednesday)</td>
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Always available for residents: radio, TV, DVDs, board games, pianos. Daily newspaper and local newspapers are available. We encourage residents to pursue their hobbies in the community where possible.

**Dining/Catering**

At Maryborough Nursing Home we offer a full and varied menu with fresh food prepared daily by our experienced staff. Drinks and snacks are available throughout the day. Meal times are as follows:

- 09:00 Breakfast
- 12:30 Dinner
- 16:30 Evening Meal

Special dietary requirements are catered for.

**Religion**

We respect residents’ religious beliefs and Mass is provided every Saturday and Sacrament of the Sick every 3 months and as needed. All other denominations will be welcomed.

**Arrangements made for Consultation with Residents**

Residents Committee meetings take place every 3 months. These are conducted with an external advocate Mary Ahern (Elderwell, Tel: 021 4831061). The outcomes of these meeting are brought to attention of the Person in Charge by the advocate.

We also have a suggestion box. We encourage residents and family to bring their concerns or suggestions to a member of staff.

**Visitors**

There is no restriction on visiting time; residents may receive family, friends in their room or quieter public areas.
We regularly schedule events where family are invited; these are posted on the notice board, e.g. birthday parties, outings.

Telephone is provided in the resident’s room and if not access to portable phone is provided.

**Social and Healthcare needs**

At Maryborough Nursing Home you have the right to choose your own G.P.
Also a 24 hour out of hours G.P. service is available (South Doc).

The residents’ medication is reviewed by G.P. on at least 3 monthly basis. We have a medication management policy that is in accordance with legislation and professional regulatory requirements.
Special services such as geriatrician, physiotherapist, speech and language therapist are facilitated.
Providers of services such as chiropody, hairdressing and activities sessions are suitably qualified and vetted. The cost of these services is paid for by resident. This is explained in the Contract of Care (Appendix 1).
These services are supervised by R.G.N. on duty.

**Arrangements made for dealing with reviews of the residents care plan**

An individualised care plan is developed in consultation with resident or representative within 72 hours of admission. A care plan is devised after a comprehensive assessment of the person’s preferences and needs. The person’s care plan is reviewed as required and a formal review takes place on 3 monthly basis.
Care plans are reviewed with resident or representative and they are kept informed of changes.

**Privacy and Dignity**

Residents are treated with respect and dignity by all staff. All staff knock on doors before entering. Shared rooms have divider curtains.
Verbal consent is always obtained before personal care-giving / nursing procedures.
Residents’ wishes are always considered.
Our experienced staff have appropriate communication skills.

Telephones are installed in bedrooms where residents request same. Residents can take personal calls using portable phone.
Post is delivered to residents rooms promptly.
There are no restrictions to visiting.
We store all residents documentation in accordance with the Data Protection Act 1988 and Data Protection (Amendment) Act 2003. All staff have signed confidentiality agreement.

Residents are encouraged to maintain their independence and take responsibility for their personal affairs and daily living tasks of which they are capable. The resident’s decision to participate in activities involving personal risk is respected.
At Maryborough nursing home we want to create a homely environment. Residents are encouraged to bring pictures, furniture or items of personal importance to them.

**Personal Property And Valuables**

A resident can choose to manage their own finances or we can safeguard small amount of money for them. A safe is provided for items of value and money. It is recommended to avail of it. The Nursing Home will accept no responsibility for loss of money or jewellery or other valuables that have not been given for safe keeping. A detailed account of all clothing, property, money, glasses etc. will be taken on admission. For more detail please see Maryborough Nursing Home Policy on Residents Property and Possessions (Appendix 2).

**Organisational Structure**

The Registered Provider and Person in Charge is Vivienne O’Gorman, R.G.N.

![Organisational Structure Diagram]

**Membership of Nursing Homes Ireland**

As a member of Nursing Homes Ireland we are committed to their shared vision and goals. Nursing Homes Ireland is the single representative body for the private and voluntary nursing homes sector in Ireland and is therefore a key part of the Irish health service. Their vision is to ensure that all residents of nursing homes will receive high quality care. As a
single representative body Nursing Homes Ireland, alongside the Government and other key stakeholders can influence important health decisions and policies which affect residential care services.

**Arrangements made for dealing with complaints**

If a resident has any concerns regarding the Care and Conditions in Private Nursing Homes they have a right to complain, in accordance with Part 12 of the Health Act 2007 (Care and Welfare of Residents in Designated Centres For Older People) Regulations 2009 and Standard 6 of National Quality Standards for Residential Care Settings for Older People in Ireland.

They can express their concern or complain anytime to any of the staff members. The raised issue will be dealt with by the person in charge (Vivienne O’Gorman). If they don’t feel comfortable raising complaint themselves they can nominate family or a friend to do so on their behalf.

Aileen Stringer is the nominated member of staff they can take their complaint to if they don’t feel comfortable taking it to the person in charge.

If they do not wish to raise their complaint or concern with nursing home staff or the person in charge they can contact our external advocate, Mary Ahern (*Elderwell*, Tel: 021 4831061).

The person in charge or nominated person will inform the complainant of the investigation and the outcome of their complaint. The complaint should be acknowledged in writing within 5 days and investigated within 21 working days in accordance with our complaints policy.

If complainant is not satisfied with the outcome of their complaint or they have serious concerns about the running of the Nursing home they may contact:

*The Complaints Officer,*  
*Health Service Executive,*  
*Director of Public Health Nursing,*  
*Floor 3, Abbey Court House,*  
*Georges Quay,*  
*Cork*  
*Tel: 021 492 3837*

**Inspections**

Under Health Information and Quality Authority (HIQA) Regulations Maryborough Nursing Home will be inspected yearly to ensure the highest standard and best practice is maintained and new development may be identified.

Our latest inspection report is available in Appendix 3 and also on our website [www.maryboroughnh.com/HIQA_report.php](http://www.maryboroughnh.com/HIQA_report.php).

Should you wish to contact the Office of the Chief Inspector or you can write, call or send an e-mail to:
The Office of the Chief Inspector  
Health Information and Quality Authority, Social Services Inspectorate  
1301 City Gate  
Mahon, Cork  
Tel: 021 240 9660  Email: ssiconcerns@hiqa.ie

Contacts and Advocacy Services

Cork South Lee Local Health Office  
South Lee PCCC,  
Abbeycourt House,  
George’s Quay,  
Cork.  
Tel: (021) 496 5511  
Fax: (021) 496 3822

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<tr>
<th>ADVOCACY GROUP</th>
<th>CONTACT NAME AND RELEVANT INFORMATION</th>
<th>CONTACT DETAILS</th>
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| Citizens Information Board (formerly Comhairle) | Contact your local Citizens Information Centre.  
Please note: advocacy services are being set up for Disability Services only at this time.  
250 locations nationwide. | Citizens Information Board  
7th Floor  
Hume House  
 Ballsbridge  
 Dublin 4  
 Phone: 1890 777121  
 Fax: 01 605 9099 |
| Equality Authority                    |                                                                                                        | The Equality Authority  
Clonmel Street  
 Dublin 2  
 Phone: 1890 245545  
 Fax: 01 417 3336 |
| Irish Advocacy Network                | Colette Nolan                                                                                         | Irish Advocacy Network  
c/o Health Care Unit  
Rooskey Monaghan  
 Phone: 047 38918  
087 7540763 |
| Irish Cancer Society                 | Lines open Mon-Thurs 9am-7pm and Fri 9am-5pm  
Action Breast Cancer 1 800 30 90 40  
Action Prostate Cancer 1 800 380380  
Smokers’ Quitline 1 850 201 203 | Irish Cancer Society  
43/45 Northumberland Road,  
 Dublin 4  
 Phone: 1800 200 700  
 Fax: 01 231 0555 |
| Irish Heart Foundation               | Caroline Cullen                                                                                       | Irish Heart Foundation  
4 Clyde Road  
 Dublin 4  
 Phone: 01 668 5001  
086 317 97 31  
 Fax: 01 668 5896 |
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<tr>
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<td></td>
<td></td>
<td>Phone: 01 272 2555</td>
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<td></td>
<td></td>
<td>Fax: 01 272 2506</td>
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<tr>
<td>Mental Health Ireland</td>
<td>Ted Tierney</td>
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<td>Mensana House</td>
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<td>Dun Laoghaire</td>
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<td>Fax: 01 284 1736</td>
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<tr>
<td>Patient Focus</td>
<td>Sheila O’Connor</td>
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<td>Cathriona Molloy</td>
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<td>Jim Reilly</td>
<td>Patient Focus</td>
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<td>Phone: 01 885 1611</td>
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APPENDIX 1

CONTRACT OF CARE AT MARYBOROUGH NURSING HOME - TEMPLATE

THIS AGREEMENT is made this day of 2013

BETWEEN

Vivienne O’Gorman of Maryborough Nursing Home, Maryborough Hill, Douglas, Cork

(hereinafter the ‘Proprietor’)

AND

___________________________ of __________________________________________________

(hereinafter the ‘Resident’)

The Proprietor is obliged by article 28 of Statutory Instruments No. 236 of 2009, Health Act 2007 (Care and Welfare of Residents in Designated Centres For Older People) Regulations 2009, made by the Minister of Health under the section 101 of the Health Act 2007 (No. 23 of 2007), to execute a Contract of Care which must be agreed and signed by the Resident or their representative within one month of admission.

Accordingly the Proprietor agrees to care for _____________________________________ in Maryborough Nursing Home in compliance with the regulations in the above named statutory instrument. A copy of the above regulations is available at the Nursing Home for inspection.

Both the Proprietor and the Resident confirm that this Agreement shall be entered into within one month of the Resident entering the Nursing Home in accordance with requirements of the Regulations.

TERMS AND CONDITIONS

ACCEPTANCE OF RESIDENTS

The Proprietor’s acceptance of a Resident is in good faith that the details disclosed by the family or friend at the time of admission are a full disclosure of resident’s ailments. If unsure of any details the Proprietor will seek permission to contact hospital or General Practitioner for more accurate details of condition.

FEES

The fee for maintenance at the Nursing Home is as agreed at the time of admission and based on a full disclosure of the patient’s requirements and level of care. Any notice of increase will be notified to you one month in advance. All fees for maintenance will be receipted at the time or annually.

Currently the standard fee is € ______ per week in a shared / single ensuite room. There is additional fee of €13 per week which covers the cost of extra services not included in maintenance fee. The fees are payable by:

1. ___________________________________ € ______ per week
2. ___________________________________ € ______ per week
3. ___________________________________ € ______ per week
Maryborough Nursing Home fee under the Fair Deal scheme is agreed annually with the National Treatment Purchase Fund (NTPF).

If for whatever reason, the Resident is not entitled to, or ceases to receive financial support under the Act, the Proprietor may demand payment directly from the Resident for all services provided to the Resident under this Agreement and the Resident agrees to discharge all such sums within four weeks of such demand by the Proprietor.

The Resident agrees that the Proprietor at all times, in accordance with all applicable legislative and regulatory requirements, may after consultation and with the consent of the Resident assign any room in the Nursing Home to the Resident. However, it is acknowledged by the Resident that the Proprietor may require the Resident to move rooms within the Nursing Home when considered necessary or appropriate by the Proprietor for the safety of the Resident or any other Resident of the Nursing Home.

SERVICES PROVIDED

Each resident or his/her representative will receive a copy of Resident's Guide with detailed information on Maryborough Nursing Home care, services and policies.

Under the standard fee Maryborough Nursing Home provides the following services:
- Standard nursing care
- Accommodation in private or semi-private room
- Food and drink (breakfast, lunch, afternoon meal; tea and snacks during the day)
- Heating and lighting
- Cleaning
- Personal laundry (*please see details regarding laundry below*)
- Television
- Radio

The extras fee covers:
- Activities sessions (also for residents with dementia)
- Afternoon activities (music, poetry, story reading, SONAS sessions)
- Access to communal daily newspaper

Laundry

The Nursing Home will undertake to wash specific items of clothing, underwear, pyjamas, shirts and blouses. All other clothing must be of a quality that can withstand being sent to an outside launderette facility. The Nursing Home will not undertake to wash any wool items. Family must take wool and delicate items needing Dry Cleaning and pressing home. These items will be left in resident’s room daily for collection. The Nursing Home accepts no responsibility for items lost or damaged in laundry. All clothing must be clearly labelled at time of admission as with new items.

Provision for observance of Religious rights

All religious rights will be accommodated.

ADDITIONAL SERVICES

The following items are not included in standard fees for maintenance and may incur extra charges:
1. Government Prescription Levy
2. Dressings for ongoing wound and ulcer management. G.M.S. has limited dressings only available under this scheme.
3. Incontinence wear
4. Chiropody
5. Hairdressing
6. Toiletries
7. Physiotherapy
8. Certain medication not available under G.M.S.
9. Transfer to hospital or clinic if not by ambulance
10. Carer accompanying patient to hospital
11. Transfer of specimens to laboratories
12. Library Services
13. Newspaper (personal)
14. Dry cleaning
15. Any other service or equipment requested by the Resident and not included in agreed standard services (e.g. specialized seating)

DUTIES OF THE PROPRIETOR

The Proprietor shall ensure that the Proprietor, servants, agents or assigns shall:
- ensure that where medical treatment is recommended by a medical practitioner and agreed by the Resident that such treatment is facilitated;
- ensure that the Resident is provided with facilities for the occupation and recreation of all residents;
- ensure that the Resident is provided with privacy;
- provide the Resident with information concerning current affairs, local matters and community resources;
- provide the Resident with arrangements to facilitate, insofar as is reasonably practicable, the exercise of his civil, political and religious rights;
- carefully consider any suggestion from the Resident or from his/her family or other relevant persons to maximise his/her comfort and care;
- ensure that the Resident is free to communicate at all times, having regard to his/her and other residents’ well being, safety and health;
- ensure that appropriate arrangements are made for the Resident to receive visitors;
- investigate any complaint made by or on behalf of the Resident and communicate the result of such investigation to the complainant in accordance with established complaints policies and procedures;
- ensure that the Resident has access to a safe supply of fresh drinking water at all times and is provided with food and drink and quantities adequate for the Resident’s needs;
- ensure that any dietary restrictions applying to the Resident on medical or religious grounds shall be facilitated;
- provide facilities for the Resident’s personal property, jewellery and other belongings and monies and maintain a full written record of thereof;
- ensure that all reasonable measures are taken to protect the Resident from all forms of abuse;
- ensure that in all cases the dignity of the Resident shall be respected.

EACH RESIDENT IN MARYBOROUGH NURSING HOME HAS THE RIGHT TO:

**Care Plan**
Each Resident has an individual Care Plan compiled incorporating physical, mental, spiritual and social needs. Short term Care Plans are reviewed at 24 to 72 hours intervals. Long term Care Plans are reviewed on a 3-monthly basis or as required.

**Doctor**
You have the right to your own General Practitioner. Also a 24 hour Doctor on call service is available (South Doc).

**Advocacy**
Advocacy services are available. The advocate Mary Ahern (Elderwell, Tel: 021 4831061) meets with resident or their representative on an ongoing basis or as required.
If you require specialist advocacy please see list of HSE Advocacy Services attached in your Resident’s Guide.

Privacy
Maryborough Nursing Home has both private and semi private rooms. Single room is provided in case of seriously ill or dying person if available.
All residents have a choice to attend religious services and activities sessions.
All medical files are kept locked. Old records are filed and stored in locked room. Individual names are not placed on the doors unless requested by the Resident.

Interaction
We would encourage both you and your relatives to interact with the other Residents and families; however, we will respect your decision for privacy.

Independence
We would encourage you to maintain your independence and to take responsibility for your own personal affairs undertaking daily living tasks of which you are capable.

Freedom of Speech
You have the right to Freedom of Speech, Dignity and Respect.

EACH RESIDENT IN A MARYBOROUGH NURSING HOME HAS THE RESPONSIBILITY TO:

- present all medications to any person appointed by the Proprietor (including the Director of Nursing or Person in Charge of the Nursing Home) upon admission to the Nursing Home;
- take all reasonable steps to ensure that visitors and relatives do not bring into the Nursing Home medication or use by the Resident without the prior consent of the Proprietor;
- ensure that his/her clothing and belongings are clearly marked and/or labelled with the Resident's name or initials;
- ensure the punctual payment within 21 days of a demand by the Proprietor of all fees or sums due or owing to the Proprietor under this Agreement;
- advise the Proprietor in advance within twelve weeks should the Residents funds necessary to pay the Proprietor punctually for all fees and sums become depleted;
- respect the rights and needs of other residents in the nursing home and to respect the needs of the nursing home community as a whole;
- respect the rights of staff and the proprietor to work in an environment which is free from harassment;
- care for his or her own health and well being in so far as he or she is capable;
- inform their General Practitioner, as far as he or she is able, about their medical history and current state of health.

TEMPORARY VACATION OF NURSING HOME

In the case of temporary absence, both the Resident and the Proprietor have reached a written understanding on the payment of fees under this Agreement.
During temporary absence for hospitalisation or vacation the fees agreed herein shall continue to be payable by the Resident to the Proprietor for the duration of the temporary absence.

It is the responsibility of representative or family to accompany resident to hospital appointments or social occasions. If they are unable or unwilling to do so, with the agreement of the resident or representative, Maryborough Nursing Home will arrange for a carer and transport to accompany the resident at a cost.
Where residents wish to leave the nursing home unaccompanied they do so at their own risk and may be asked to sign a disclaimer to that effect.
When family or representative takes a resident out of the nursing home they do so at their own risk and may be asked to sign a disclaimer to that effect. They will receive clear written instructions on medication taken by the resident and will be responsible for its administration.
PERSONAL PROPERTY AND VALUABLES

A safe is provided for items of value and money. It is recommended to avail of it. The Nursing Home will accept no responsibility for loss of money or jewellery or other valuables that have not been given for safe keeping. A detailed account of all clothing, property, money, glasses etc. will be taken on admission. For more detail please see Maryborough Nursing Home Policy on Residents Property and Possessions in the Residents Guide.

VISITING

Visitors are welcome at all times, however we ask that all visitors sign in and out on entering and leaving. This is to protect our residents and to comply with fire safety regulations. Visiting times are not restricted except when a person is unwell or a doctor had advised restriction.

SMOKING AND ALCOHOL

Only residents are allowed to smoke in the designated smoking area in the building, which is the small lounge opposite the nurses' office. Any resident found to be smoking in the building outside the designated area will be given a written warning and asked to deposit their cigarettes and lighter with staff nurse in charge. The resident can have access to his/her cigarettes when requested. Repeated incidents of smoking outside of the designated area will result in the Proprietor giving the resident two weeks’ notice to leave the nursing home. These measures are to insure the safety of other residents and staff.

Alcohol will be permitted by agreement.

TERMINATION OF CONTRACT OF CARE

The Nursing Home reserves the right to ask a resident to leave the Nursing Home within a two week period where it has been agreed to take patient on trial to see if the Nursing Home can deliver the care in certain circumstances. The Nursing Home reserves the right to ask family to remove a resident who has become disruptive or aggressive with two weeks’ notice.

The Nursing Home also reserves the right to ask family to remove a resident when it is deemed the person requires a level of care beyond the scope of the Nursing Home. Two weeks’ notice will be given.

At least two weeks’ notice is required where a resident has decided to leave the Nursing Home permanently.

Where the Resident terminates this Agreement without providing notice in accordance with this Clause, the Resident shall pay to the Proprietor two weeks’ fee in lieu of notice.

Signed by the Proprietor:

__________________________________________  Date: ________________

Vivienne O’Gorman R.G.N.

Signed by the Resident:

__________________________________________  Date: ________________
APPENDIX 2

<table>
<thead>
<tr>
<th>Title</th>
<th>Policy on Residents Personal Property and Possessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by</td>
<td>Vivienne O’Gorman</td>
</tr>
<tr>
<td>Issued date</td>
<td>March 2011</td>
</tr>
<tr>
<td>Date reviewed.</td>
<td>January 2013</td>
</tr>
<tr>
<td>Author</td>
<td>Vivienne O’Gorman</td>
</tr>
</tbody>
</table>

Statement
Each resident's finances are safeguarded. Standard 6, HIQA; National Quality Standards for Residential Care Settings for Older People in Ireland.

Aim & Purpose
To inform all staff, residents and their next of kin on the Maryborough Nursing Home policy.

Scope
The policy applies to all staff, residents and their next of kin in the home.

Responsibility
It is the responsibility of the management to implement the policy. It is the responsibility of all staff at Maryborough Nursing Home to make themselves aware of the procedures regarding the safeguarding of residents finances and valuables.

Procedure
- On Admission we document valuables (such as rings, dentures, furniture, appliances, etc.). We make an account of this in the property section on Epiccare system.
- We advise residents/representatives to keep money either in safe in the office or take home. If the person wishes to keep their money on their person this is respected.
- A resident can access their money at any time. An account of lodged sums, withdrawals and balances is maintained by Staff Nurse. Residents will sign if capable.
- A locked safe will be placed in a residents room should they request one.

Maryborough Nursing Home does not take responsibility for personal items that are not lodged with staff for safekeeping.
Any missing items or valuables should be reported to the nurse in charge or to person in charge for them to deal with.

A six monthly audit is carried out on residents’ valuables.