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I. INTRODUCTION

The Kelsey Trail Regional Health Authority, staff and residents of Arborfield and District Health Care Centre welcome you. We hope you enjoy your stay and find your new home comfortable and pleasant.

Arborfield and District Health Care Centre is an accredited, thirty six bed Special Care Home, licensed under The Housing and Special Care Homes Act. The Facility is governed by the Kelsey Trail Regional Health Authority, and offers/provides both long term care (thirty- five beds) and respite care (one bed) to eligible persons.

Long-term supportive and restorative care is provided for individuals who because of significant mental and/or physical impairment are dependent; their needs cannot be met in the community, but they do not require in-patient services of an acute care hospital. (Respite Services are also provided – please see page 9.)

Visitor parking, including parking for handicapped persons, is available at the east side of the building.

II. SERVICES

Barber/Hairdresser Services

A Hairdresser visits to provide barber/hairdressing services to residents.

Hairdresser fees are paid from each Resident's Trust Account.

Please inform the Nurse-in-Charge or the Recreation Co-ordinator should you wish assistance to obtain the services of the Hairdresser.

Business Office

The Business Office hours are 8:00 A.M. to 4:00 P.M. Monday to Friday, except Statutory Holidays. Millie Le Grand (306-769-4202) is the Office Administrative Assistant.

Kelsey Trail Health Region Client/Resident expenses may be paid at the Facility Business Office [please bring your invoice(s) with you], or cheques may be mailed to the Kelsey Trail Health Region (made payable to the Kelsey Trail Health Region), Box 1780, Tisdale Saskatchewan, S0E 1T0. You may also authorize automatic transfer payment which enables our Regional Office to debit the Resident's bank account, monthly for amounts owing and/or to sustain the Resident's Trust account

at a predetermined amount. We also accept post-dated cheques at the Arborfield and District Health Care Centre Business Office.

Payment of accounts or trust funds is not accepted at the Nurses Station or by other departments.

The billing for services/supplies is done regionally by Sandi Siddons (306)327-5162.

The Arborfield and District Health Care Centre Business Office personnel may assist you to locate/contact other Facility staff. Messages may also be left at the Business Office.

Food Services

Resident meals are served in the central dining room; at the following times, (8:00 A.M., 12 Noon, 4:50 P.M.). Due to some resident/facility functions, times may be slightly altered.

Snacks are available in the main area at 2:30 P.M. and 8:00 p.m. Extra beverages are offered throughout the day and in the evening. Special diets, as prescribed by the Attending Physician, are provided.

Your visitors may have meals with you. Arrangements may be made with either Dietary Staff or the Nurse-in-Charge. Advance notice is appreciated by 10:00 A.M. for dinner and 2:00 P.M. for supper. Visitors may pay at the Dietary department or Business Office for meals.

Any concerns about your diet should be brought to the attention of either the Nurse-in-Charge or the Facility Administrator.

No refrigerator will be allowed in Resident's rooms.

Housekeeping Services

Housekeeping is staffed 6:30 A.M. to 3:00 P.M. daily. They provide and maintain a safe, clean and attractive environment for residents, staff and visitors.

Laundry and Linen Services

The facility Laundry processes residents' personal clothing and facility-owned linens. Laundry is staffed from 7:15 A.M. to 3:00 P.M. daily.

Personal laundry is laundered and delivered to Resident rooms daily.

All personal laundry must be marked with the Resident's name; this is done by Laundry personnel, at no extra cost to the Resident.

Maintenance Services

Maintenance is staffed from 7:00 A.M. to 3:30 P.M. during the week, (except statutory holidays). They are responsible for maintenance of the building, grounds and certain equipment, thus providing and maintaining a comfortable, safe, functional and secure environment for residents, staff and visitors. Fire, Disaster planning and practicing, as well as prevention of any issues is a priority.

A trolley to transport Resident belongings to/from the Resident's room is available from Maintenance.

Maintenance prefers to hang pictures and other items. Self-sticking hangers must be installed by Maintenance. Maintenance is required to check electrical equipment on entry such as lamps, etc. for safety reasons.

Medical Services

Ongoing medical care/supervision is provided by a Nurse Practitioner and/or Physician from the Carrot River Medical Clinic.

The Physician-on-Call at Nipawin or Tisdale Hospital will also be utilized in emergencies. A resident may be sent via ambulance (or private vehicle if able), if medical services requiring physician attention is required.

Nursing Services

Resident Care Staff are committed to ensuring you receive individualized, compassionate care.

Resident care is provided under the supervision of a Registered Nurse/Registered Psychiatric Nurse/Licensed Practical Nurse; there is Registered Nurse/Registered Psychiatric Nurse/Licensed Practical Nurse coverage twenty-four hours per day.

Care includes personal care, medications, and treatments and/or procedures (e.g. oxygen therapy, tube feedings, tracheotomy care, perhaps short-term intravenous antibiotic therapy, etc.) consistent with the policies approved by the Kelsey Trail Regional Health Authority, and the skills and availability of staff.

Continuing Care Assistants provide most of the assistance with personal care.

Whirlpool baths are provided once per week, and more frequently if required. You will have sponge baths on the remaining days of the week.

Should you become seriously ill, and require/desire a type of care not available in Arborfield and District Health Care Centre, you may be transferred to an acute care hospital. You would continue to pay for your Arborfield and District Health Care Centre bed until/unless you are discharged and your belongings are removed from the room. (Please refer to the section "Family Room/Quiet Room, Page 17.)

You and your Family are encouraged to discuss any concerns or requests with us, at any time.

Other Services

Laboratory and ECG hours at Arborfield and District Health Care Centre are Tuesday and Thursday 8:00 A.M. to 2:00 P.M. (except Statutory holidays) to draw blood from residents for whom blood work or an ECG has been ordered. There are no X-ray services available at this facility.

You are encouraged to have visual and dental examinations prior to admission.

Palliative Care Services

Individuals designated, by the Attending Physician, as Palliative Care, may be admitted to the Palliative Care Program. They may be admitted for either respite care, or long term care.

The Palliative Care Program assists the terminally ill individual and his or her Family to cope with a life threatening illness when curative treatment is no longer appropriate.

Financial assistance, in regard to certain medications, is available to persons designated as palliative care.

Any questions in regard to palliative care should be referred to the Long Term Care Social Worker, Judy Jones, Tisdale (306-873-3760).

Pastoral Care Services

Pastoral Care Services are provided by local Clergy and designated Church Representatives.

Religious services are held every Sunday, at 2:30 P.M., in the central lounge area. The different denominations take turns providing the services.

Pastoral Care Services also include memorials for recently deceased residents.

Certain denominations offer Communion to their members.

Local Clergy visit the Facility on a regular basis and are on call at all times. Clergy from other areas are encouraged to visit residents who are former parishioners.

Please feel free to continue to attend your community Church should you so desire.

Respite Care Services

A Respite Program is offered to provide short-term institutional care for persons who normally reside at home and who are dependent on family members or other care providers. Respite care will initially have to be set up for a client through Home Care or hospital discharge care planners.

The purpose of respite is to prevent long term admission of dependent persons by providing the opportunity for care providers to have temporary relief from the stress of providing constant care, and by providing services not available in the home.

Hospitalized persons are sometimes discharged to facility respite beds; the aforementioned allows a longer recuperation time, frees acute care beds, and provides a more home-like environment.

Social Work Services

The Regional Long Term Care Social Worker (Judy Jones's) usual hours of work are 8:00 A.M. to 4:30 P.M., Monday to Friday, except Statutory holidays. However, hours of work are flexible in order to accommodate residents and families.

The Long Term Care Social Worker from Nipawin Hospital provides Social Work Services, as requested/consulted, to residents and families of residents of the Kelsey Trail Health Region Special Care Homes. The afore-mentioned services include the following: information concerning respite/long term care application, assessment, screening, and prioritization for facility admission/placement; counseling; assistance with financial planning and management; assistance with obtaining community resources; assistance with completion of a health care directive and assistance with discharge planning and follow-up.

The Social Worker is the Resident's and Family's advocate. Please do not hesitate to contact her should you require assistance coping with your new life and surroundings.

Therapies Services

Residents have access to an Occupation Therapist once/month on the first Wednesday as referred by Nurse-in-charge. The following types of therapy are available: Exercise Therapy, Occupational Therapy, Physiotherapy, and Recreation Therapy. Speech Language Pathologist services are also available as needed with referral by Nurse-in-charge.

a) Occupational Therapy/Physiotherapy

Occupational Therapy and Physiotherapy Services are provided to improve the quality of life through restoration or maintenance of strength and movement, prevention of deterioration and increasing the degree and type of activities and interests both for the physically and mentally infirm. You will be expected to do as much of your personal care as you are able. You will be encouraged to take an interest in your personal appearance, and to participate in all appropriate activities in order to maintain and improve your functional, mental and physical capabilities.

At the time of your admission, your Physician may make a referral for you to be assessed by the Occupational Therapist. Following such an assessment, you may be offered a therapy program.

b) Recreation Therapy (Activities)

Recreation Therapy coordinates volunteer programs and organizes programs that are cultural, spiritual, intellectual, social and physical. An Activity Calendar is mailed out monthly to the contact person of each Resident. Family members are welcome to participate in the programs. Recreation personnel advise family members of resident needs, such as clothing and personal items.

c) Other Therapies

The Resident may access additional therapies – Speech Therapy – as deemed necessary/appropriate.

III. ADMISSION

Application for Admission

While requests for facility tours and inquiries concerning service may be addressed by the Facility Administrator (769-4203 or 768-2015), applications for admission must be directed as indicated below.

If you are a Home Care Client, application for planned respite/long term care admission is directed to your Home Care Case Manager. If you are uncertain who this Individual is, contact the Home Care Office (862-7250) and you will be put in contact with the appropriate person.

If you are in the community, but not receiving Home Care Services, please contact your local Home Care office (862-7250). If you are a Hospital Patient, requests for admission may be directed to your Physician, the Hospital Social Worker, and/or the Nursing Supervisor, who may refer you to the hospital Discharge Planner.

An assessment is done in order to determine whether or not facility admission would be appropriate. Your medical condition, functional status (physical and mental), current living situation, and social and community support systems are considered.

Your completed application (signed application form and assessment information) is forwarded to the ARC (Access Review) Committee (comprised of representatives from Home Care, Kelsey Trail Health Region Administration, Long Term Care, Social Work and Acute Care) for consideration (approval and prioritization).

How long you have to wait for admission is dependent on the degree of urgency/need, the availability of appropriate facility accommodation, and your date of application. If you are waiting in hospital and deemed non-acute, you are expected to accept the first special care home bed offered to you. It may be necessary to accept accommodation in an alternate Special Care Home, with the option of transferring to the preferred Facility when appropriate accommodation becomes available. Once you are offered facility accommodation and you accept, an approximate date for admission is determined. Please contact the Admitting Facility to confirm the date and time of admission, and to obtain information about the admission process (including information/documents/cards required, and clothing needs).

Admission Procedure

A Family Member should accompany you at the time of admission. The admission process is apt to take two to three hours (or longer).

The following items are required for admission:

Documents:

- Saskatchewan Health Services Plan Card
- Supplementary Health Coverage Letter (if applicable)
- Saskatchewan Blue Cross/GMS Card (if applicable)
- Social Insurance Card/Old Age Security Card (or Numbers), if not on income tax information
- TAPS (Veterans) Card (if applicable)
- Paraplegia Program coverage information (if applicable/available)
- Photocopy of Power of Attorney/Guardianship (if applicable)
- Photocopy of Living Will/Health Care Directive (if applicable)
- And if required (for assessment of the monthly resident charge), a photocopy of the Resident’s (and Spouse’s, if married) most recent Income Tax Return/Notice of Assessment.
- Names, mailing addresses, and telephone numbers of immediate Family members (e.g. all adult children)

When health insurance coverage is renewed, the new cards should be delivered to the Business Office for photocopying. Please inform the Business Office if any coverage is discontinued.

Clothing and Personal Care Items

Suggested Clothing/Personal Care Items

LADIES	MEN
Brush, comb, other hair supplies (e.g. curlers) Toothbrush, toothpaste, tissues Deodorant, toiletry items unscented (basic shampoo, body wash, or bar soap provided by Centre) Make-up, if used. Underclothing Slips, stockings Dresses, skirts, slacks, and/or sweat suits Blouses, sweaters Nightgowns, pajamas Housecoat, dusters Shoes, slippers with grip, well fitting Please provide the following items, for your nail care: one large nail clipper; one small finger nail clipper; one pointed nail file; one wide toothed comb or hair pick; and one large ziplock bag with your name written on same, with permanent marker.	Electric shaver, brush, comb Toothbrush, toothpaste, tissues Deodorant, aftershave, toiletry items unscented, (basic shampoo, body wash, and/or bar soap provided by Centre.) Undershirts, under shorts Socks Shirts, sweaters. Slacks, and/or sweat suits Pajamas, if desired. Housecoat Shoes, slippers Please provide the following items, for your nail care: one large nail clipper, one small finger nail clipper; one pointed nail file; one wide toothed comb or hair pick; and one large ziplock bag with your name written on same, with permanent marker.

Clothing, which may be worn on trips to the hospital, dentist, optometrist and resident outings, should include the following: cardigan sweater(s) and cape, some type of sun hat for summer, and coat, boots and warm hat or cap for winter.

Residents are usually dressed in their own clothing. At least seven changes of the following articles of clothing are required: underclothing; stockings/socks; slacks, skirts, blouses, and/or dresses; and trousers and shirts. Clothing should be machine

washable (fabric should be no more than 50% cotton), not require ironing, facilitate ease of dressing/undressing, and be comfortable. Delicate clothing that requires dry cleaning is not recommended, and is the responsibility of the Resident/Family. The Resident/Family is responsible for any hand wash should clothing require the same. Provision of clothing and footwear is the responsibility of the Resident/Responsible Person.

Either the Recreation Therapist or the Nurse-in-charge may provide guidance regarding clothing requirements and purchase. You may wish to purchase clothing from specialty companies that visit the Facility or through mail order from such companies (special catalogues are available from the Recreation Co-ordinator).

All personal clothing should be assessed for appropriateness and fit, and then taken to the Laundry to be labeled. If some of the clothing can be marked with permanent black marker before admission, this is greatly appreciated.

Repair and alteration of personal clothing is the responsibility of the Resident/Responsible Person. When repairs or alterations are required, the Responsible Person will be contacted to pick up the clothing or make arrangements for the repair or alterations. If preferred, clothing can be sent to a local seamstress and funds withdrawn from the Resident's Trust Account to cover the cost of repairs or alterations; inquire with the Recreation Co-ordinator.

If open backed (adaptive clothing) is required Resident/Responsible Person will be contacted to obtain same.

Other Personal Items

You may wish to bring any of the following to the Facility: radio; cassette player and tapes; photos and photo album; a favorite pillow; afghan and quilt. The use of ear phones/headphones with radios and/or cassette players is recommended.

Clocks are provided in each room, but if there is a personal preference, please bring your own.

Please inform the Nurse-in-Charge of any electrical items brought to the Facility.

Other personal items should be checked by nursing staff for safety and labeled with your name. (If possible, dentures, eye glasses, hearing aids should be engraved, prior to admission, with your name.) (Please refer to the sections: "Accommodation", page 14; "Electrical Devices", page 15; "Furniture", page 21.)

Medications

You may bring your unused medications from home. If the medications are in their original containers, have not expired and are still prescribed for you, such will be repackaged by Davis Rexall Drugs, Nipawin and administered to you in the

Facility. Any additional medications prescribed for you while a Resident of the Facility, will be ordered from Davis Rexall Drugs. Unless you have some type of complete coverage for medications, you will receive a monthly statement from the Pharmacy; the costs are to be paid to Davis Rexall Drugs, Nipawin.

IV GENERAL INFORMATION

Accommodation (Resident)

Residents are accommodated in single rooms. Each room has its own washroom (lavatory, sink, storage cabinet), a bulletin board, wardrobe closet. The following furniture is provided: electric bed, bedside stand depending on room configuration a dresser. Any additional furniture is the responsibility of the Resident, but because of space and mobility issues, nursing staff should be consulted before extra furniture items are brought in.

In order to minimize the relocation of residents, the new Resident is admitted to whichever room is vacant. If the Resident/Responsible Person desires a different location for the Resident, he/she may ask the Nurse Manager to consider the Resident for transfer when the preferred accommodation becomes available. It may be necessary in the course of the stay for a resident to be moved to a different room in order to accommodate the needs of the resident or another resident.

(Please refer to sections: “Other Personal Items”, page 14; “Electrical Devices”, page 15; “Furniture”, page 22).

Air Compressors/Oxygen Equipment

If you have an air compressor (e.g. Pulmo-Aide, Pulmo-Mate) and still require such treatments, the compressor should be brought to the Facility. If you are on continuous oxygen and have an oxygen concentrator and/or small tank(s) of oxygen, the afore-mentioned should be brought with you to the Facility.

Alcohol

Alcoholic beverages, in reasonable quantities, are permitted unless contraindicated by your Physician.

Electrical Devices

All electrical devices brought in for the Resident must first be inspected by Maintenance personnel. They will be inspected for acceptable condition as well as

CSA, U.L.C., or E.T.L.C. approval. Electrical extension cords, and halogen or touch lamps are not allowed in resident rooms.

Family Council Meetings

Family Council Meetings are held annually; the dates/times are posted well in advance of each meeting. The Resident's contact person also receives a formal invitation from the Recreation Coordinator. All family members, except residents, are welcome to attend. The meetings are held in the Arborfield and District Health Centre and are chaired by the Facility Administrator. Representatives from other disciplines (e.g. Recreation, Housekeeping/Laundry, Food Services, etc.), and the Nurse in charge may also attend.

The objectives of the Family Council Meetings are as follows: to provide opportunity for family to voice concerns/ask questions and hear what other family think (concerns should be general and not specific to a Resident and/or Staff Member), to provide a forum for family to participate in the discussion and development of strategies that may help deal with a concern, to be pro-active and move in a positive direction, to provide opportunity for two-way communication for both family and services, to provide support for family members, and to provide education.

Family Involvement

Families are encouraged to ask about programs in which the residents are involved; participate in social programs; visit with and/or telephone often and, if possible, take their relative out for short visits. Arborfield and District Health Centre strives to meet as many of the Resident's needs as possible, but the need for love and belonging can often only be adequately met by the Individual's Family and Friends.

You may find some of the following suggestions, in regard to visiting your loved one in the Special Care Lodge, helpful:

- Reduce background noise and distractions. Ensure the Resident has his/her eyeglasses and/or hearing aid(s), if applicable, and that there is adequate light.
- Speak slowly and clearly, and repeat as necessary.
- Avoid many visitors at one time. Visit as one or in pairs so the focus of your visit is the Resident.
- If desired, use touch, and demonstrate and express affection. Seek a private area in which to visit if indicated/desired.
- Listen to the Resident.

- If possible, plan and schedule your visits. The Resident may receive extra pleasure from being able to anticipate your visit. If there are several family members, they may decide to take turns visiting so that the Resident receives more frequent visitation.
- Make visits short and often.
- Try to time visits so the Resident will not be tired, about to take a nap, eating, or engaged in some other activity. However, visit anytime rather than not at all.
- Assist the Resident to maintain a current guest book.
- Include pets and children, as desired, in your visit.
- Pay special attention to lonely days such as anniversaries and birthdays.
- Bring small gifts that stimulate the senses (e.g. flowers, perfume, etc., as appropriate/permitted– please refer to scent Free/Reduced Scent Policy, Pg. 24.)
- Share meals, beverage and/or treats with the Resident.
- Reminisce and/or read with the Resident.
- Share photos, letters, and family and community news with the Resident.
- When possible/appropriate, include the Resident in family plans and decisions.
- Listen to music, watch television with the Resident.
- Bring board games and cards to play with the Resident.
- Take the Resident for walks about the building and grounds.
- Perform some activity for the Resident (e.g. comb/style hair, apply make-up, manicure nails, etc.)
- If your Family Member is bedridden and unable to communicate, your presence may still be important. Bring a book to read, knitting, or another person for company, while you sit with your relative.
- Seek Staff assistance if you encounter difficulties during your visit, and/or you have difficulty terminating your visit.

Fall Prevention Program

A fall prevention reduction and prevention program is in place in Arborfield and District Health Care Centre. This program is a systematic approach geared toward consistently identifying those most at risk of falling and implementing methods to reduce or eliminate the risks. This is an open program in which family involvement is welcome and appreciated.

Activity Room/A, B, or C Wing Lounges

These rooms may be available for family gatherings. The Activity Room may be booked through the recreation coordinator. The Activity room has kitchen facilities available (refrigerator, stove and microwave) please check with staff re: power switch to stove and counter plugs. Lounges down every wing may be available if needed.

There is no fee for the use of these rooms. The primary purpose of these rooms is to accommodate private family gatherings. A and B wing lounge or quiet room is to provide accommodation for Family Members during the Resident's critical/terminal illness. Please contact nursing to book the applicable room for the afore-mentioned purpose.

Family Support Groups/Information Services

Since self-support groups tend to be either active or inactive, according to need, it is suggested that you contact the particular Association to obtain current information in regard to support groups within your community.

i) Addictions Services

Box 1480
Melfort, Saskatchewan
S0E 1A0
Telephone: 752-8767

ii) ALS Society of Saskatchewan

Box 31028, Normanview Mall,
Regina, Saskatchewan
S4R 8R6
Telephone: (306) 949-4100

iii) Alzheimer Society of Saskatchewan Inc.

Oliver Lodge
1405 Faulkner Crescent
Saskatoon, Saskatchewan
S7L 3R5
Telephone: (306) 683-6322

iv) Alzheimer Society of Saskatchewan

2550-12th Avenue, Ste. 301
Regina, Saskatchewan
S4P 3X1
Telephone: 1-800-263-3367, or (306) 949-3069

v) Alzheimer and Related Diseases Support Group

Box 4155
Melfort, Saskatchewan,
S0E 1A0

or Marian Bergen
Carrot River, Sask.
S0E OLO

Contact: (306) 752-3426
(306) 921-5591

Contact: (306) 768-3141

vi) **Arthritis Society**
600-333 25th Street East
Saskatoon, Saskatchewan
S7L 0L4 Telephone: (306) 244-9922

vii) **Canadian Cancer Society**
North East Unit
217 Main Street
Melfort, Saskatchewan
S0E 1A0
Telephone: 752-5665

viii) **Canadian Cancer Society**
101-440 2nd Avenue North
Saskatoon, Saskatchewan
S7K 2C3
Telephone: (306) 244-4389

ix) **Canadian Diabetes Association**
Saskatchewan Division
104 – 2301 Avenue C North
Saskatoon, Saskatchewan
S7L 5Z5
Telephone: (306) 933-1238
752-8751 (Kelsey Trail Health Region Nutrition Services)
(306) 752-5289 (Parent Support Group, Melfort Chapter)

x) **Canadian Liver Foundation**
Saskatchewan Chapter
2320 15th Avenue
Regina, Saskatchewan
S4P 1A2
Telephone: (306) 789-1088, 1-800-563-5483

xi) **Canadian Liver Foundation, Saskatoon Chapter**
758 Lenore Drive
Saskatoon, Saskatchewan

S7K 7Y1
Telephone: (306)384-3700

xii) **Canadian Mental Health Association**
Melfort Chapter
103 – 401 Burns Avenue East
Melfort, Saskatchewan
S0E 1A0
Telephone: 752-2284

xiii) **Canadian Mental Health Association**
1301 Avenue PN
Saskatoon, Saskatchewan
S7L 2X1
Telephone: (306) 384-9333, Melfort: (306) 752-8767

xiv) **Canadian National Institute for the Blind (CNIB)**
1705 McKercher Drive
Saskatoon, Saskatchewan
S7H 5N6
Telephone: (306) 374-4545

xv) **Canadian Paraplegic Association**
3 – 3012 Louise Street
Saskatoon, Saskatchewan
S7J 3L8
Telephone: (306) 652-9644

xvi) **Cancer Connection**
Telephone: (toll free) 1-800-263-6750
Cancer Connection matches an Individual living with cancer with a cancer survivor for support per telephone.

xvii) **Cancer Information Service**
Telephone (toll free): 1-800-939-3333, Melfort: (306) 752-5665
Provides information about cancer.

xviii) **Heart and Stroke Foundation of Saskatchewan**

279-3rd Avenue North
Saskatoon, Saskatchewan
S7K 2H8 Telephone: (306) 644-4016

xix) **Huntington Disease Outreach Office**
Saskatoon, Saskatchewan
S7H 0A1
Telephone: (306) 373-3503

xx) **Multiple Sclerosis Society of Canada**
Melfort Chapter
Melfort, Saskatchewan
S0E 1A0
Telephone: 752-5567

xxi) **Multiple Sclerosis Society of Canada**
Saskatoon Chapter
19 – 1738 Quebec Avenue
Saskatoon, Saskatchewan
S7K 1V9
Telephone: (306) 244-2114

xxii) **Multiple Sclerosis Support Group**
Melfort, Saskatchewan
S0E 1A0
Telephone: 752-4147

xxiii) **Parkinson Disease Foundation of Saskatchewan**
Box 102 – 103 Hospital Drive
Saskatoon, Saskatchewan
S7N 0W8
Telephone: (306) 966-1348

xxiv) **Saskatchewan Brain Injury Association**
230 Avenue RS
Saskatoon, Saskatchewan
S7M 2Z1
Telephone: (306) 373-1555

xxv) **Saskatchewan Central ABI Outreach Team**
Outreach Team Manager
Saskatoon City Hospital
701 Queen Street

Saskatoon, Saskatchewan
S7K 0M7
Telephone: (306) 655-8448

xxvi) Saskatchewan North ABI Outreach Team

Outreach Team Manager
1521 – 6th Avenue West
Prince Albert, Saskatchewan
S6V 5K1
Telephone: (306) 765-6631

xxvii) Stroke (Cerebrovascular Accidents)

Melfort, Saskatchewan
S0E 1A0
Telephone: 752-8786

Finances

Residents are responsible for the following expenses:

- Medications (provided by Davis Rexall Drugs, Nipawin)
- Personal comforts
- Medical-surgical supplies (e.g.: ostomy supplies; oxygen catheters, masks and cannulas; urinary catheters, catheterization sets and bladder irrigation sets, etc.)
- Disposable incontinence pads/briefs
- Monthly resident charge (determined by Saskatchewan Health and based on income if the Resident's status is long term care, or he/she has been in respite for more than sixty days. The respite person, whose stay is sixty days or less, is charged the current minimum long-term care fee)

A Trust Account service is available for safekeeping of resident comfort funds (often used to pay for the following: hairdresser/barber services, cosmetic items, stamps, telephone calls, treats, spending money during community outings, small articles of clothing, etc.). A minimum deposit of fifty dollars (\$50.00), on admission, is suggested (maximum two hundred dollars - \$200.00).

Residents who are unable to take care of their personal finances or pension cheques should make arrangements, prior to admission, for someone to handle these matters, as well as payment of non-Facility bills such as Saskatchewan Blue Cross/GMS, and television cable costs.

Please consult the Business Office if you require assistance in regard to finances (e.g. applications for Single Pensioner Status, Supplementary Health Coverage, Saskatchewan Health Drug Plan Special Support Program, HRDC Trusteeship, Powers of Attorney, Public Trustee/Court Guardianship, Saskatchewan Assistance

Plan, Guaranteed Income Supplement, etc.). It is important to inform the Social Worker of any changes in your financial/Family circumstances.

Furniture

Please remember that the environment must be uncluttered and safe for both the Resident and the Caregiver(s).

Reclining chairs must be a maximum of 0.9 meters by 1.5 meters (36 inches by 60 inches) when fully reclined. If electric, the chair is to meet all Maintenance requirements for electrically operated equipment.

Desks/dressers/stands/cabinets/entertainment centers must be a maximum of 1.2 meters long by 0.5 meter wide (48 inches by 20 inches).

All pictures and wall hangings are to be approved and installed by Maintenance personnel. Excessively large or heavy hanging's, are not permitted.

Interdisciplinary Team Conferences

An Interdisciplinary Team, consisting of the Resident, Family and members from various disciplines (Nursing, Food Services, Pharmacy, Activities), meets regularly to assess your needs, identify goals, and develop/revise your Care Plan to meet your individual needs. Conferences are held soon after admission and yearly, thereafter.

When scheduling the Conference, the Nurse manager/alternate tries to choose a date and time convenient for You and Your Family.

While your Physician / Nurse Practitioner is an important member of the Team, he/she is usually unable to attend the Conference. The Physician's / Nurse Practitioner's input is sought both before and following the Conference, and facts discussed during the Conference are shared, as appropriate, with the Physician / Nurse Practitioner.

Mail

Recreation Staff deliver and, if necessary, open and read mail to the residents. (Business Office forwards business/financial mail to the appropriate person/agency if the Resident does not manage his/her own business/financial affairs.)

The Resident/Family makes necessary mailing address changes (If the Resident is incompetent, the address changes must be made by the Guardian/Power of Attorney, and a copy of the Power of Attorney document must accompany the

address change(s): In particular, Saskatchewan Health Card Registration must be notified of the address change.)

Outgoing mail may be taken to the Business Office for mailing.

Fall Reduction/Prevention Program

A Fall prevention and reduction program is in place and is a systematic approach aimed at recognizing clients who are at risk for falls and developing individualized measures to prevent or reduce controllable risk factors. This is an open program and family input and participation is welcome and encouraged.

Protective Devices/Restraints

Protective devices or restraints are only used to maintain safety, position or comfort. The decision to use these will be reached through consultation with Staff, Physician / Nurse Practitioner, Family and You, the Resident.

Residents Council

The Residents' Council meets regularly to plan activities and social functions and formulate recommendations regarding services and programs. All residents and family members are welcome to attend the meetings.

Scent Free/Reduced Scent Policy

Both residents and visitors are encouraged to avoid/limit the use of scented products.

Smoking Regulations

Smoking cessation is encouraged and supported by staff and physicians. However, if the Client/Resident chooses to smoke, the Facility designates an outdoor location for the same. Cigarettes/cigars and matches/lighters are entrusted to Nursing Staff, and it may be necessary for certain residents to be supervised while smoking. Visitors are not permitted to smoke on the premises.

Social Leave

If you are planning an outing/holiday with Family or Friends, please inform the Nurse-in-Charge. There is a passbook, at the Nurses Station, to be signed both when you leave and upon your return. Staff would appreciate advance notice if you plan to be away long enough to require a supply of medications, equipment, and/or medical-surgical supplies.

Special Aids

Wheelchairs, walkers, Sask-a-Poles, Broda Chairs, etc. are arranged for by the Facility. However, residents should bring personally owned equipment, or equipment on loan from the provincial S.A.I.L. Program. These will be checked by Therapy Services; S.A.I.L. equipment, if not required by the Resident, will be returned.

Telephones

Please inform Sask Tel, if you require a telephone, you will need room # for your family member and the street address. (Use of 2.4 GHz cordless not permitted, as such may interfere with Arborfield and District Heath Care Centre's communication systems). All costs incurred will be the responsibility of designated family member.

Televisions

There is a television in the Central lounge area and B wing lounge with satellite services. Television in the Resident's room must be provided by the Resident, and meet the following requirements: have a maximum screen size of thirty two inches, be supported on a sturdy stand/dresser/desk, etc. and meet all maintenance requirements for electrically operated equipment. Residents' own satellite service is available with Shaw Direct, Telephone 1-866-782-7345 or Bell Express Vu, Telephone 1-888-759-3474 and is the responsibility of the Resident/Responsible Person. Please speak to Maintenance personnel for further satellite information.

Transportation

Home Care provides a list of volunteer drivers that you may access if needed and as appropriate.

Unfortunately, B & M Travel Services of Ridgedale, Sask., has discontinued their private taxi services.

Valuables

We encourage you to bring your own personal belongings as appropriate and as available space allows; however, we cannot accept responsibility for lost or damaged items. We suggest you not keep more than five dollars (\$20.00) at your bedside. (Additional funds may be kept in the Resident's Trust Account at the Facility Business Office.) Uncashed cheques and blank cheques should either be given to a trusted Family Member/Friend/Power of Attorney for safekeeping, or kept in a secure location within the Facility. If the Resident does not require his/her wallet or purse, it is recommended that family take these home for safe keeping. Valuable jewellery and rings should also be kept by family members.

You are responsible for insurance of personal items, as Arborfield and District Health Care Centre does not have insurance for these.

Visitor Accommodation

(The availability of this list of accommodations is not a recommendation in regard to any of the accommodations, but rather, a suggestion that accommodation might be available.)

Arborfield Inn
Main Street
Arborfield, Saskatchewan
S0E 0A0
Telephone: 306-769-8622

Carrot River Inn
175 – 1st Street West
Carrot River, Saskatchewan
S0E 0L0
Telephone: 306-768-2111

Carrot River Hotel
(Motel units and 1 suite)
154 Railway Avenue
Carrot River, Sask.
S0E 0L0
Telephone: 768-1330
Cell: 306-381-7279

** See hotels/motels at Nipawin or
Tisdale

Visitors

Visiting is encouraged. Visiting hours, within usual waking hours, are unrestricted. The front entrance door is locked at 9:00 P.M., and opens at 6:00 A.M.; therefore, you will need to ‘buzz’ for admission between these times.

Children are welcome, but young children should be properly supervised.

Pets are welcome but should be on a leash, in an appropriate container, and/or carried. Pet visitation may be confined to your room if other residents, staff and/or visitors object to the pet (e.g. allergies).

All visitors and pets should be free of contagious illnesses.

V. DISCHARGE

Should you wish discharge, the Facility is unable to meet your care needs, and/or you no longer require the level of care provided by the Facility, it is expected that you, your Family, and Facility Staff will work together to find suitable alternate accommodation for you. Please refer any questions/concerns about possible discharge to the Long Term Care Social Worker.

Other Information – Call or Visit:

Arborfield and District Health Care Centre
#509 – 5th Avenue
P.O. Box 160
ARBORFIELD, Saskatchewan S0E 0A0
Telephone: Facility: (306) 769-4200
Nurses desk: 306-769-4210