

Hello and Welcome to Kelvindell Lodge!

Welcome to your new home. We want you to be comfortable and happy here. The staff at Kelvindell Lodge are working hard towards a philosophy of Patient Centered Care. This involves the idea that this is your home and your life so you should be the one leading and directing how things should be for yourself. We are striving towards a way of life that is happy, fulfilling and vibrant. We want you and your family to be involved in all aspects of your care planning and decisions regarding your life and your health. If you or your family has any ideas , questions or direction for your care please let our staff know so we can all work as a team in planning exceptional care.

The care and service provided to you at Kelvindell Lodge is constantly evaluated and we try continuously to improve. Please provide staff with feedback on what can be improved and assist us in always making things better.

Admission

The process of admission to Kelvindell Lodge is governed by the Regional Long Term Care policies of Kelsey Trail Health Region. The actual admission procedure will be accomplished over a period of time as nurses collect medical and social information that allows them to work with you and your family to develop a plan of care for you and with you.

Families and Friends

Your own friends and family members are valued here, both as a support for your life and members of the care team. Often families and friends have wonderful knowledge regarding your health and your life that will only assist the staff in knowing you and your preferences. There are no scheduled visiting hours. Families and friends are always welcome here, in your home.

Whiteboards

You will find a whiteboard in the bathroom. The whiteboard is an important communication tool! It gives the staff direction for important parts of your care. It can also be used to leave your family messages from staff regarding your care. If you would like anything on your whiteboard, such as your nurses names for the day, please feel free to write on your board or ask a staff member to write on for you.

Resident/Family Council

The resident council acts as advisors to the operation of the facility. All residents And their family are welcome to join the resident council. There are monthly Resident /Family Council meetings and everyone is welcome and encouraged to attend.

Fall Prevention Program

The KTHR Fall Reduction and Prevention Program includes: risk assessment; communication and education about fall risks; implementation of interventions for those at risk of falling; and customization of interventions for those at highest risk of falls-related injury. KTHR adheres to a “least restraint” practice in order to preserve the dignity of individuals and to minimize risks. More serious injuries are associated with falls when restraints are used.

We hope to decrease the amount of falls that residents have and also decrease the seriousness of injury due to a fall. To do this we ask you and your family to help provide us with information and input on prevention strategies. For example, if it is identified that an unstable table in your room might put you at a risk for falls if you leaned on it and it moved or collapsed, we may ask if would be possible to remove it or replace it with something else. Often rooms can get very full of furniture and this can be a fall risk if there are not clear pathways to walk.

Fall safety devices such as grip socks or hip protectors may help to decrease the chance or severity of a fall. These are available to purchase. If you think that these may benefit you, please talk to the nursing staff.

Infection Control

Infection control is very important in the Lodge. When there are so many people living and working in one place, it can be easy to spread around germs and diseases that can cause very serious sickness for the people that live here. Hand washing is the best way to protect yourself and others from getting ill. Please wash your hands very frequently. It is a good idea to get a yearly influenza immunization. Also, if you have friends or family that are ill with a cold or the flu, it would be best if they did not visit until they are feeling better.

Specialized Dementia Unit

The 11 bed dementia Unit provides a specialized environment for residents with Alzheimer's disease and other senile dementias. There are a specific set of criteria for residents to be considered for this unit. If a resident no longer meets the criteria, they may be transferred from this unit into another wing at the Lodge.

Residents with dementia have specific care needs and the dementia Unit is a therapeutic environment that addresses these needs. The philosophy of care is based on maintaining dignity, providing comfort and supporting remaining strengths and compensating for losses.

Moving personal rooms within the Lodge

From time to time, for care and safety reasons, it becomes necessary to move residents into different rooms. For example, one resident may need to be closer to the nursing desk because they are unsteady and a risk to fall.

Or another resident may become immobile and need a room with a track lift on the ceiling. These decisions are made by the multidisciplinary team using problem solving skills and extensive knowledge of the residents and their care needs. If there is a need to move a resident, this will be discussed with the resident and their family.

Finances

The major cost of your living at Kelvindell Lodge is paid for by the ministry of Health. Residents will have to pay a monthly charge (the amount is reviewed four times a year by the Ministry). Also, residents are responsible for the cost of their medication, personal items, incontinence product medical supplies and clothing. There is a flat fee charged to each resident's account to cover shampoo, toothbrushes, denture tablets, etc. the current charge for this is \$21.25. Monthly rent charges are paid in advance.

It maybe necessary to travel to the city for critical acute care for this reason it may be a good idea to maintain or take out additional hospital insurance such as GMS or MSI to cover this cost.

If you are unable to take care of your own personal finances or pension cheques, arrangements should be made for someone else to handle this for you as well as other payments/bills that may need to be paid.

A trust account service is available for the safekeeping of your spending money. The money is for anything that you may want to purchase such as treats, greetings cards, postage or monies for outings. It might be best to keep your money in the trust instead of in your own room or wallet for safekeeping. If you do have a trust account, the accounting department at the Lodge will keep a record of when money was taken out by yourself and deposited into the account.

Clothing and Laundry Services

You will require several changes of casual, machine washable clothing. The Lodge has a commercial washer and dryer which is, unfortunately, hard on clothes. Delicate clothing that may require special attention is not recommended. Please put your name in any of your clothes so we don't lose them in laundry!

Providing clothing and footwear is the responsibility of the resident and family. Families are asked to check residents clothing on a regular basis so they can purchase what is needed. Clothing should be comfortable and easy to put on and take off (no small buttons please). Safe footwear is very very important! Please see the section of the booklet regarding the Falls Prevention Program for information on the selection of footwear.

The following are example lists of clothing:

LADIES:

3 nightgowns or pajamas

1 housecoat

4 undershirts or bras

6 underpants (if still wearing them)

6 changes of dresses, slacks or top

1 Outfit for special occasions

1 or 2 pairs of washable slippers

5 pairs of socks (no tight elastic tops) or stockings as preferred

3 cardigan sweaters

3 slippers

1 pair non slip shoes

MEN:

3 pajamas

1 housecoat

6 pair everyday casual perma-press pants with suspenders or belts or jogging pants

1 pair washable dress slacks

6-8 shirts

6 underpants

6 undershorts

4 pair socks (no tights elastic tops)

2 cardigan sweaters

1 pair non slip shoes

1 or 2 pairs of washable slippers

Personal Items

Hospitalization, MSI or GMS cards can be left at the Nurse's station and will be part of your file.

You can purchase personal items such as cosmetics, razor, etc. that you require from wherever you wish or we can ask the local Pharmacy to bring what you require. Toothbrushes, toothpaste, combs, denture tablets, shampoo, conditioner, some creams and ointments, etc. are covered by the monthly flat rate.

We want every resident's room to be truly their home and filled with the items that they love. The rooms are quite small though! To provide safe care when using equipment such as lifts and as a fall prevention strategy too much furniture in a room can be a safety concern for both staff and yourself.

If it is necessary to start using a lift or other resident care equipment in your room, some furniture may have to be removed to accommodate safe movement. Please talk with staff regarding the amount and type of furniture that is safe for your room.

Valuables

Please do not bring valuable articles to the Lodge as we cannot ensure the safety of all personal belongings.

Mobility Aids

At admission please bring the equipment that you use such as walkers or wheelchairs. An occupational therapist visits the Lodge and can assess you if you should require new equipment while you are here. If you have a motorized scooter, there is a safety agreement that staff will review with you regarding scooter use.

Due to safety regulations, non securing raised toilet seats cannot be used in Kelvindell Lodge. Please speak to the nurse if you have questions about this.

Smoking Regulations

Kelvindell Lodge is smoke free. Smoking is not allowed in the building.

Residents can go outside and smoke as long as you are able to do this independently. If you are unable to go outside independently, you can be accompanied by a family member or friend. If you are considering quitting, please speak to your Doctor about aids to quit smoking.

Newspaper

Any other paper must be obtained by individual subscription.

Mail

The box number for Kelvindell Lodge is 280. A mail box is available at the nurse's station for outgoing mail. Stamps can be purchased at the office. Mail is picked up and delivered Monday through Friday.

Telephone

Telephone services for the Lodge are provided through the Kelsey Trail Health Region's Cisco VoIP system. There is an installation fee of \$10.00 and the monthly charge for the phone including long distance is \$25.00. A phone number will be assigned by the health regions IT; they can not use their old home phone number. It is the resident/family's responsibility to provide a phone. Please do not bring a rented Sasktel phone in; you have to purchase your own phone. Let the nurse know on admission if you want a phone as the nurse manager will make arrangements for the phone.

If you are having trouble with your phone service please tell the nurse and they will contact the proper staff who will deal with the problem.

Television

Televisions are available in the lounge. The TV in the main lounge is connected to cable. You can make arrangements with Access Communications if you wish to have cable in your own room through Access Communication at 1-866-363-2225.

Transportation

If you require transportation or assistance to go to medical appointments, please arrange for this yourself or have family and friends assist you. Handi Bus service is available by booking the Handi Bus at 327-5260. Please refer to the paragraph regarding ambulance coverage insurance under the Financial Section.

Hairdresser and Barber

Local hairdressers will come to the Lodge for cuts and perms. Appointments can be made by you or your family. Please notify the staff such arrangements. Kelvindell Lodge staff and volunteers try to curl the Ladies hair weekly following their bath if you wish.

Visiting Out of the Lodge

If you have arranged an outing or holiday with your families and friends please let the nursing staff know. The staff will be supportive in arrangements such as sending your medications along. Please let the Nurse know before you leave anywhere and sign the log at the nurses' station before leaving the Lodge.

Food Items

Please do not keep perishable food in your room. There is a fridge and freezer in the Activity Room in which this can be kept. The meals at Kelvindell Lodge are nutritious and tasty! Of course it is always nice to have a few of your favorite treats. Sometimes though, too many treats can cause stomach upset or concerns with medical conditions. Please check with the Nurse. We are trying to accommodate individual tastes and meal time preferences as much as possible. Please speak to the kitchen or one of the nurses if you have any special needs or any concerns.

Auxiliaries

Kelvindell Lodge has an active ladies auxiliary that works closely with the Activity department. Their meetings are held monthly. New members are always welcome. If you are interested in joining the auxiliary or volunteering at the Lodge, please contact the Activity Department.

Alcohol

Please do not keep alcoholic beverages in your room. Alcohol can be left at the Nurse's station for safe keeping.

Medications

Medication is purchased through Doctors orders processed by the Nurse from the Kelvington Pharmachoice Drug Store. We ask that you please do not keep any medications in your own room. If you are taking medications that the nurse does not know about, it may be very dangerous for your health. Please discuss any concerns with your nursing staff.

The Doctors review all residents medications every 3 months and you and your family are welcome to attend the medication review and ask any questions. If you do have at any time about your medication or lab tests you may bring your concerns to the nurse and they will bring your concerns to the doctor.

Influenza Immunizations

The influenza immunization will be offered every fall to all people that live in the Lodge and all staff members. The immunization is a good way to protect yourself and others from getting influenza.

Advance Directives

Residents and families are asked to consider the extent of treatment you want in case of illness while at the Lodge. On admission you will be given a consent form to fill out explaining the choices available. If you have questions, these can be discussed with your Doctor and the Nursing staff. It is very important that your wishes are followed in the event of an illness. These directives allow for us to help you in the way that you wish.

Physician services

Medical services are provided by the medical staff at Kelvington Hospital. Physicians visit the Lodge on a weekly basis and are on call for emergencies. If you would like to see the physician while she or he is on rounds, please let the nurse know. If the nurse has concerns about your health or treatment questions, she or he will ask the doctor to see you on rounds.

Nursing Services

A registered Nurse, Registered Psychiatric Nurse or Licensed Practical Nurse is on duty as the charge nurse during the day time and evening shifts and whenever possible at night. Nurses are responsible for medication administration and lead care planning with other staff. Special Care Aids provide assistance with personal care and the activities of daily living. The Nurse Manager and Facility Administrator are responsible for the co-ordination of nursing care and the overall functioning of the Lodge.

A plan of care will be developed specifically for you by the care team. The care team consists of yourself, your family and friends, nursing staff, and dietary staff. Each team member contributes valuable information regarding their assessments for the plan of care. Yourself and your family are key members in this and all input is pivotal to this process. Care planning should be done with yourself and your family, not for you. **If, at any time, you and your family would like to hold a care planning meeting please contact the Nurse Manager at the Lodge to set up a time and date. These meetings are invaluable ways to increase communication and plan for better care!**

Dietary Services

Kelvindell Lodge has a relaxed breakfast time. Come to the dining room anywhere between 8:00 am and 9:30 am to have breakfast. Dinner is at 11:40 am, coffee is at 3:00 pm, supper is at 5:15 pm and coffee is again served at 7:30 pm. If you have a guest for a meal, this can be provided for a charge. Please let the Dietary Staff know

One day in advance of any guests that will be joining you for meals so they can prepare extra. It is asked that you do not have more than two guests at a meal prepared by the Dietary Services Staff. If you do have more than two guests, there is a nice area in the Activity Room that can be used for the meal and you can bring in your own food for the occasion.

Families are welcome to celebrate your birthday with you if you wish. If you wish, you could include all of the residents and serve cake in the dining room. Staff can assist with helping to serve the residents the cake.

If you have a large number of guests coming to your birthday (more than 6 or so), it may be better to use the Activity Room for a family party. Dietary staff can bring in coffee, mugs and plates for the occasion. Please let the Activity Staff know one week in advance if you want to use the activity room so they can rearrange their schedule.

Support Services

If you wish, your doctor or nurse can refer you to see a dietician, physiotherapist, occupational therapist, chiropodist, speech and language pathologist, mental health therapist, social worker or addictions counselor.

Housekeeping Services

Your room and the main area will be cleaned daily by environmental services.

Environmental services also play a very important role in preventing the spread of infection by cleaning all areas of the Lodge. If there is a large amount of 'stuff' in your room, sometimes it is very time consuming and difficult to clean everything properly so if there is something that is no longer used (such as a tv, sewing machine etc) removing it would be very helpful.

Maintenance Services

Maintenance staff is on duty five days a week maintaining the building, grounds and equipment. Maintenance also is responsible for holding regular fire drills.

Recreation Department

The Recreation department is staffed generally seven days a week and two evenings. Recreation programs are designed with you for your enjoyment. The aim is to keep your mind and muscles moving and for you to find happiness and contentment within the lodge community.

Let us know what you are interested in, what you would like to do in your time here and we will do our best to work with you to develop and plan. Remember family and friends are welcome to attend programs . If you have pictures, photo albums, books, hobbies and crafts that you would like to bring from home that would be wonderful! Outings in the community are planned in advance. Unfortunately all residents cannot attend all outings but please let us know if you are interested and we do our best to accommodate you!

There is physical activity programming with group exercises, outings, walks and baking geared towards your interests. There are also outdoor areas at the Lodge that are great for walks and are wheelchair accessible. For social and intellectual aspect here are parties, special events, visits and quizzes.

A calendar of the month's scheduled activities is posted on the bulletin board near the activity room with small copies available for you to take home or be emailed to you.

Please consider volunteering to become involved as it can be very rewarding and super fun!!!

Spiritual Care

Interdenominational church services are held weekly. All residents are welcome to attend. Clergy and spiritual advisors are welcome at any time at the Lodge and will be considered as part of the health Care team if requested by you or your family. Spiritual care is very important to the residents and staff at Kelvindell Lodge. Please let us know if we can assist at any time with spiritual requests.

Pets

Pets are welcome visitors at Kelvindell Lodge as long as there are no residents or staff members with allergies to the pet. Pets should be on leash at all times in the lodge. Pets must have their vaccinations up to date .

Volunteers

Kelvindell Lodge is always looking for volunteers! Volunteers could help with curling hair, resident outings, baking classes, bingo, singing, playing cards.... The possibilities are endless. Volunteers help make life at the lodge exciting and fun. Please speak to the Activity Department about the process for becoming a volunteer.

Library

If you would like to borrow large print books or talking books, they are available for loan at the Lodge and are provided by the Parkland Regional Library.

Special Occasions

During the month of your birthday, there will be a birthday party for you and the other residents celebrating their birthday that month. The party is hosted by community groups and is always great fun. Your family and friends are always welcome here to celebrate any occasions with you. Please contact the Recreation Department if you need more information.

Other special events are planned by the recreation department.

The resident Christmas Party is held in December with invited guests, music, refreshments and Santa brings gifts from the Lodge Auxiliary.

Following breakfast on Christmas morning, residents and staff gather in the lounge and sing carols and open gifts. Families are more than welcome to attend this celebration!

The contact phone numbers for the Lodge are

Phone 327-5530

Nurse's station direct line is 327-5535

Fax 327-4504

Karri Franklin, RN

Facility Administrator 327-5501

Tanya Neiszner, RPN

Nurse Manager 327-5531

Kelvindell Lodge is a division of Kelsey Trail Health Region. We are a special care home with 45 permanent beds including an 11 bed dementia unit, and an Adult Day Care Program.

Kelvindell Lodge is a non-profit organization registered under the Non Profit Corporation Act of the province of Saskatchewan .