

# Kingswood Healthcare

Matamata and Morrinsville

175 Firth Street Matamata (07) 888-7418

59 Allen and 422A Thames Street Morrinsville (07) 889-7850

Specialised Care Unit 14-16 Strathmore Street Morrinsville (07) 242 3001

Website:- [www.kingswood.co.nz](http://www.kingswood.co.nz) Email:- [info@kingswood.co.nz](mailto:info@kingswood.co.nz)



## INFORMATION BOOKLET

This booklet has been compiled to provide you with information which you and your family may find useful, outlining the basis of care the Residents at Kingswood Rest Homes receive and the philosophy of our company.

Haere Mai

The Management and Staff of Kingswood Rest Homes

wish to extend to you our Warmest Welcome

Mā te Atua koe e tiaki

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## **Introduction:-**

Kingswood Healthcare is a privately owned family business offering a premium level of care to our Residents. There are qualified, dedicated teams in place to ensure that the needs of all our Residents are adequately met. We employ the services of full-time Registered Nurses at both our Rest Homes, who work closely with the local General Practitioners.

In both Matamata and Morrinsville, we are the only Rest Homes in the area specialising in the 24-hour care of people who have been assessed as requiring specialist Dementia Care.

## **Mission Statement:-**

Providing dignified care for the Elderly.

## **Philosophy:-**

Kingswood Rest Homes are comfortable, compassionate and friendly homes for Residents and those who provide their care.

## **We will provide:**

- A caring, home-like environment where the Older Person can live with the dignity, honour and respect they deserve as senior members of our community;
- Safe havens for our Residents, responding to their changing needs and continually measuring and improving the quality of our services to them;
- Support at all times by qualified staff that will provide the highest level of ongoing individualised care appropriate to the needs of each and every Resident;
- Support and treatment for alleviation of pain and suffering;
- Full and understandable explanations of individual treatment, medication and progress;
- Access to doctors, counsellors and other health-care professionals whenever needed;
- Stimulating contact with people of all ages and the opportunity to be involved in therapeutic and challenging activities within the home and / or community;
- Individual recognition and respect for the privacy of the Residents and their personal possessions;
- Encouragement of a feeling of personal security;
- The encouragement and opportunity for each Resident to follow their own religious and cultural beliefs;
- Through the “Spark of Life” Philosophy we will re-ignite the human spirit, boost self-esteem and bring joy to life in our Residents, ensuring that the Kingswood Rest Homes are places where the staff love working, the Residents love living and their families and friends love visiting.



**Caring for the Elderly and People  
assessed with  
Dementia is our Passion**

## Kupu whakataki:-

He pakihi whaanau tuumataiti a Kingswood Healthcare e whakarato ana i te manaaki tiketike rawa ki oo maatou Kainoho. Kei reira ngaa roopuu whai tohu, puumau anoo hoki hei whakarite kia tutuki pai ngaa hiahia o oo maatou Kainoho.

E whakamahi ana maatou i ngaa Neehi Reehita waa kikii i oo maatou whare taiaki kaumaatua ka mahi tahi ki ngaa Rata o te takiwaa me ngaa pokapuu rongoa.

Kei a maatou ngaa whare tiaki kaumaatua anahe i Matamata me Morrinsville e aata aro ana ki te tuku i te maimoatanga 24-haora ki ngaa taangata e ai ki te aromatawai me whiwhi i te Tiaki Hinengaro Matapuuputu me te Korongenge maatanga.

## Koromakinga:-

Te whakarato i te atawhai rangatira ki te Hunga Kaumaatua

## Tautake:-

He whare aahuru, atawhai me te whakahoahoa ngaa Whare Tiaki Kaumaatua o Kingswood moo nga Kainoho me raatou e whakarato ana i te tiakinga.

## Maa maatou e whakarato:

- Te taiao atawhai, rite ki te kaainga, e whakawhiwhia ai te Kainoho ki te mana, hoonore me te whakaute e tika ana moo raatou hei kaumaatua o too maatou hapori;
- Te aahuru moowai ki oo maatou Kainoho, he mea urupare ki aa raatou hiahia hurihuri me te riterite tonu o te ine me te whakapai ake i te kounga o aa maatou ratonga ki a raatou;
- Tautoko i ngaa waa katoa maa ngaa kaimahi whai tohu e tuku ana i te tino kounga o te atawhai whakawhaiaro haere tonu e tika ana ki ngaa hiahia a teenaa, a teenaa Kainoho;
- Tautoko me te maimoatanga hei whakamauru i te mamae me te paakinikini;
- Whakamaarama aamiki e paa ana ki te maimoatanga me ngaa rongoa e tukuna ana ki te tangata, me te aahua o toona hauora;
- Te aahei ki ngaa rata, ngaa tumu koorero me ngeetehi atu ngaio hauora i ngaa waa e hiahiatia ana;
- Ngaa paahekoheko wairua hihiko ki ngaa taangata ahakoa te pakeke, me ngaa ara whai waahi ki ngaa ngohe whakahaumanu, wero hinengaro anoo hoki i roto i te kaainga, te hapori hoki/raanei;
- Te aahukahuka me te whakaute i te tuumataiti o te Kainoho me aana anoo taonga;
- Te haumarutanga whaiaro;
- Te kupu aawhina me te arawaatea ki ia Kainoho kia whaia oona anoo whakapono aa-haahi, aa-ahurea;
- Maa te tautake "Kora Ora", te whakakaanga anoo o te wairua tangata, te te kiritau kaha ake, me te tuurangahakoa ki te ora o oo maatou Kainoho, me te whakarite he rawe ki ngaa kamahi ngaa Whare Tiaki Kaumaatua o Kingswood hei waahi mahi, he noho pai hoki ki ngaa Kainoho, aa, he waahi pai hei toronga maa ngaa hoa me ngaa whaanau.



## About Us:-

Kingswood Healthcare Facilities in Matamata and Morrinsville are currently the only Rest Homes in the Matamata-Piako District specialising in the 24 hour care of people who have been assessed as requiring specialised Dementia care.

In Matamata we offer a 25-bed facility to care for people assessed with Dementia. There are single and double bedrooms available, to accommodate up to 25 men and women and we offer respite beds, (short stays), when available, to those that need them.

Our rest home in Matamata can accommodate up to 16 Residents in private bedrooms, some with ensuite bathrooms. There is also one two-roomed suite, which would suit a couple or a spouse of someone in our dementia wing, who wants to be close to his or her loved one. The Matamata Rest Home offers beautiful, modern living and dining areas set in a pretty, established garden.

In Morrinsville we offer 30 Dementia beds in two separate buildings - one a male only wing specialising in the care of men assessed with Dementia. Both buildings have their own beautiful, enclosed gardens. Some of the bedrooms are private and others are double rooms. Over the years, we have found that many people assessed with Dementia who have come into our care have greatly benefited from sharing a room with someone else and the companionship this provides. Some great friendships have been established in this way.

The Rest Home Facility in Morrinsville is a new, modern, purpose-built building which can accommodate up to 16 Residents in their own private bedrooms with ensuite bathrooms. There are spacious living and dining areas and a private hair salon and the lovely patios and gardens and our little Koru Coffee Shop are perfect for daily socialising.

Our brand new Psychogeriatric wing has come about as a result of an increasing need in the Waikato to provide quality of life for an older patient with significant psychiatric or behavioural disturbance.

At our new specialised unit, we deliver Psychogeriatric care under the guidance of clinicians with specialised expertise in this area of care.

Each resident will have a plan which covers his or her physical, psychological, emotional and social needs and will include the negotiated goals.

The Staff employed to deliver care to the Residents of our new Specialised Care Unit are experienced Registered Nurses and Caregivers with aged care experience, including experience in specialised care for people living with dementia.

Kingswood Rest Homes are owned by Kingswood Healthcare Management Ltd, which is a privately owned, family business.

Tonya Holroyd, our General Manager and a share-holder in the business, oversees the day-to-day operation of the Rest Homes in Matamata and Morrinsville, with the assistance of a qualified and experienced team of Registered and Enrolled Nurses and Caregivers, as well as a team of Grounds and Housekeeping Staff.

Tonya has had considerable experience in private hospitals and rest homes, with more than 20 years of experience in Private Hospital administration prior to taking up the position of Manager at the Rest Home in Matamata in 2007, before it was purchased by Kingswood Healthcare.

Our dedicated team of caregivers and nursing staff at the Kingswood Facilities have had years of experience in Rest Home Care, some with more than 20 years in the Aged Care industry.

What the junior members of staff lack in experience in years of service, they make up for with passion for what they do and are well guided by the more senior staff.

We practice the "Spark of Life" Philosophy, through which we will work towards re-igniting the human spirit, boosting self-esteem and bringing joy to life in our Residents. We always do our best to ensure that the Kingswood Rest Home Facilities are places where the Residents love living, the staff love working and families and friends enjoy visiting.

We are passionate about what we do and we are proud of the ongoing achievement of the maximum certification achievable from HealthCert each time we are audited by Te Whatu Ora | Health New Zealand.



## **Staff:-**

The staff at Kingswood Healthcare have extensive experience in Rest Home Care and in the care of people assessed with dementia.

We practice a policy of ongoing in-house and external education to ensure all staff members are fully capable of meeting the needs of our Residents.

All staff have either already gained, or are working towards gaining their Certificate in the Care of the Older Person, a nationally recognised qualification.

In addition to this, all our members of staff working in Dementia Care are trained specifically to care for people with Dementia, to minimise incidents of challenging behaviour.

Our Registered Nurses and Care Staff will explain the general routines to the Resident and the Resident's family or his or her representative.

## **Assessment of New Residents and Planning Care:-**

Before admission Residents will be required to undergo assessment by the Older Persons Assessment Team, (OPAT) or DSL, (Disability Support Link). The Assessor will be able to advise you of the level of care you or your loved one will require.

You are able to access this assessment facility through a referral from your GP, Social Worker or a friend or relative may contact the Older Persons Assessment Team and request an assessment on behalf of the person requiring care.

Residents are not usually admitted until this assessment has been completed and approval has been granted by OPAT for them to enter a Rest Home.

It would be at this stage that the Resident or his or her representative would start the process to apply for a Residential Care Subsidy or Loan, if doing so at all.

If this is already approved, the approval letter must be copied to the Manager of the Rest Home upon admission.

If the subsidy or loan is not yet approved, then the Resident or Resident's guarantor must sign the payment guarantee and fortnightly fees must be paid until such time the subsidy is approved.

If back-payment is made by the Te Whatu Ora | Health New Zealand, once WINZ has approved the Residential Subsidy or Loan, the over-payments made by the Resident will then be paid back to the Resident within 14 working days of payment being received.

## **Prioritisation process:-**

Residents are accepted on a first come first served basis and as beds become available. Priority will, however, be given to any prospective Residents who are from the Town or District which the Rest Home is in, at the discretion of the Rest Home Manager.

The Assessed level of care enables entry into a Rest Home, but the level of funding assigned by WINZ to the individual is asset tested by WINZ, under the auspices of the Ministry of Social Development.

If the individual does not qualify for Rest Home Care, then they may pay privately if they still wish to proceed.

## **Enduring Power of Attorney:-**

The person nominated will have Enduring Power of Attorney over many matters concerning the Resident's health and welfare.

For any Resident who is unable to make their own decisions and requires the help of their Enduring Power of Attorney, (EPOA), the nursing staff are required to discuss any changes with that person before proceeding.

Consent and payment can only be made by the enduring power of attorney should the Resident be unable to do this for themselves. More information on Power of Attorney is included in the Admission Agreement.

## **Advocacy for Residents:-**

We are able to refer you to an independent advocacy service at the earliest opportunity if you have any concerns over your whanau member's care or your family's involvement in his or her care and are not able to reach a resolution.

## **Who is the advocate?**

- The person who speaks and acts on behalf of the Resident.

## **What do they need to do?**

- Support the Resident and / or the Resident's family in making decisions or act on their behalf;
- Be included in decisions made by the Rest Home about the care and well-being of the Resident.

## **When are they needed?**

- When the Resident is unable to make his or her own decisions, for example in failing health or confusion;
- On advice from the Manager or team leader or when the Resident chooses to have them;
- When the Resident is confused and not sure what to do.

## **What happens when there is no named advocate?**

The Manager is the person who will decide who is the best person to act on the Resident's behalf.

### **Advocacies available to the Resident:-**

- ◆ Citizens Advice Bureau, Matamata:-  
Phone (07) 888 8176
- ◆ Health Consumer Service:- Free Phone 0800 801482
- ◆ Te Whatu Ora | Health New Zealand:-  
Phone:- (04) 496 2000
- ◆ Raukawa Trust:- Phone (07) 880 9774
- ◆ Seniorline:- Phone 0800 725 463

### **Client Advocacy Policy and Responsibility:-**

It is the policy of Kingswood Healthcare that all our Residents shall have ready access to an advocate, (who is culturally and spiritually appropriate), in situations where they require help, protection and support whilst receiving services from Kingswood Healthcare.

Management will ensure that the Resident has received the services of an advocate within 24 hours of the request for an advocate being made, by either the Resident or the Resident's family.

It is the responsibility of all staff to observe Kingswood Healthcare's Mission Statement and the rights of Residents as detailed in the Residents' Rights and Responsibilities and to act as advocates for Residents and their Whānau in their normal daily activities.

Any Resident, or the person acting on their behalf, is free to retain the services of any external advocate of their choice.

### **Concerns & Complaints Policy & Protocol:-**

Kingswood Healthcare is committed to the delivery of Quality Care. Every Resident must be afforded the highest quality of care, delivered to them with dignity, regardless of situations which may make this difficult.

There may be occasions when the Resident, or their family, has a genuine concern or complaint regarding the Resident's care or quality of life. It is important for the sake of the Resident, their whanau and the Rest Home, that any such issues are resolved.

To assist resolution of issues; New Zealand Aged Care Association has established a protocol which allows for concerns regarding the delivery of care and breaches of Residents' Rights to be dealt with in a sensitive and fair manner and as quickly as possible.

Residents and their whanau must feel secure that the Resident will not be adversely affected by exercising their right to question the service being provided and

Kingswood Healthcare thus gives the Residents and their families absolute assurance that the continuity of service will be maintained during an investigation and resolution of any concern or complaint.

### **Resident and Family Satisfaction and Residents' Meetings:-**

At the Kingswood Healthcare facilities we regularly conduct surveys to give you the opportunity to tell us how we can improve our service and we welcome your comments and suggestions. All suggestions will be responded to by management.

Monthly Resident meetings are held in the Rest Home facilities and during these meetings you will be asked to make suggestions on how the care provided for you could be improved and to discuss any other matters at hand.

### **Room Allocation:-**

New Residents are allocated a bedroom on admission, but management reserve the right to move a Resident to another room should the need arise. If this should happen, the Resident and / or whanau or representative will be consulted beforehand.

### **Transfer:-**

Should the condition of the health of the Resident change; Kingswood Healthcare may be required to transfer him or her to a different level of care .

This will be done in consultation with the Resident and / or his or her family or representative and the Resident's doctor.

### **Valuables:-**

We are unable to store valuables, alternative arrangements will need to be made. Large sums of money should not be kept by Residents in their rooms.

### **Personal Possessions:-**

Residents may wish to bring paintings or ornaments, or perhaps their own favourite chair. This is limited only by the space available and by the Resident's care needs. Please discuss this with our Rest Home Manager.

Having some personal, familiar things about will help a new Resident to feel at home right away.

### **Newspapers:-**

The New Zealand Herald is delivered to the Rest Homes and are available for everyone to read. If a Resident prefers to have their own copy of a newspaper, they are welcome to arrange delivery of this to the Rest Home at their own expense.

## Mail:-

Mail is delivered directly to the Rest Home by NZ Post and mail can be posted for Residents by our staff. The costs associated with sending post and parcels may be on charged to the Resident.

## Telephones, computers and the internet:-

Residents have the use of the Rest Home phones to receive calls and to make local calls. Toll-calls made on the Rest Home phone will be on-charged.

At Rest Home level of care, private telephones can be provided in the bedrooms at the Residents' cost. This will be on-charged without mark-up.

Rest Home level Residents may use our Wi-Fi and the password will be passed on at the discretion of the General or Clinical Manager, who will be aware of behavioural issues, which may arise as a result of free access to the internet.

Cell phones, computers and access to the internet are not allowed in our Dementia and Psychogeriatric units.

## Televisions, Radios & Electrical Appliances:-

The Rest Homes do have televisions in the living areas, but Residents often like to install their own televisions in their bedrooms. This must be done by a Kingswood approved contractor and the cost will be on-charged directly to the Resident with no mark up. In the new Matamata Rest Home, each bedroom has a television already installed.

Should a Resident wish to have Sky or Apple TV box installed, we will arrange a Sky contractor on the Resident's behalf and this will be billed directly to the Resident.

Televisions and radios in rooms should be used with consideration for other Residents at all times.

Televisions are not usually allowed to be installed in bedrooms at Dementia or Psychogeriatric level of care, for safety reasons.

Also for safety reasons; we do not allow any heating appliances such as kettles, heaters, electric blankets, etc. in the bedrooms.

If appliances such as radios or TVs are brought in, they will need to be tag-tested before being brought in and the testing and tagging will need to be kept current by the Resident. (See back page for contact number).

## Clothing:-

On admission speak to our Manager or Nurse about which items of clothing we recommend are brought in on admission. All garments should be labelled for easy sorting during laundry and to limit losses. As labels wear, we will replace them.

Loose necks, preferably with button fronts, loose wrists and shin-length are suitable for summer and winter. Cotton / interlock garments that wash and wear are the best, and less likely to cause skin irritations.

Stretch fabrics are wonderful for the older person, as they stretch as the staff assist with dressing the Residents. These fabrics launder well and do not require ironing.

We also suggest one good set of clothes for special outings and occasions.

Night attire, including dressing gowns, must clear the floor by at least three inches, (reducing tripping accidents) and must be loose fitting. Please ensure that pyjama pants are the correct length and that pyjama tops are loose fitting. Dressing gowns should have fully open fronts.

Upon admission, the rest home will order clothing and shoe labels for the resident, which charge will be sent on to the resident or deducted from petty cash held in our Residents' Trust Account .

During the year, we ask that family or representatives check wardrobes and drawers at the end of each season and to remove and replace unseasonable clothing.

## Call Bell System:-

Our call bell system in the Rest Homes, allows our Residents to call staff for assistance should they need it and bells can be found in the bathrooms and toilets too. Call bells are not found in rooms in our Dementia or Psychogeriatric facilities for safety reasons.





## Cleaning and Laundry:-

Residents being up and about for breakfast and morning tea allows our cleaning staff time to clean the rooms before midday.

We have fully-equipped, modern industrial laundries on each site and any clothing which requires washing will be taken by the caregivers to the laundry daily for washing and drying and will be returned to each building for the caregivers to pack away.

We are unable to hand-wash woollens and delicate garments and these will have to be taken home by family for laundering. Clothes requiring mending will be left in the office for collection by family, unless a Resident has no family or friends locally, in which case we will take care of this for them.

We ask that no items that require special laundering or ironing are sent along, as we are unable to run special cycles for sensitive fabrics.

## Birthdays & other special celebrations:-

Residents' birthdays are always celebrated in our Rest Homes. Please speak to our Rest Home Manager should you wish us to plan a special celebration and we will assist you.

Christmas, New Year, Matariki, Easter and many more special days are celebrated at our Rest Homes every year and the Resident's loved ones are encouraged to join us for our celebration functions.

## Cultural Recognition:-

Cultural awareness is an integral part of Kingswood Healthcare's service, enabling us to ensure that every Resident is treated equally and has his or her needs met with respect to their cultural beliefs.

Kingswood Healthcare acknowledges the Treaty of Waitangi and our staff are culturally sensitive.

Overseas staff will complete several standards through Te Whatu Ora | Health New Zealand, CareerForce and / or Mauri Ora in cultural Competency, Cultural Safety and a Foundational Te Tiriti o Waitangi / The Treaty of Waitangi Course, which provides an understanding of the Tiriti relationship and partnership between the Crown to improve Māori health equity.

Local Kaumatua call on our Rest Homes regularly and assist us with better understanding Māori culture and we have good relationships with our local marae.

We also acknowledge Polynesian culture and aim to provide culturally sensitive care.

Should you require an interpreter for any of our documentation, please speak to the staff member you

are dealing with and Kingswood Healthcare will arrange this. We have staff who speak Te Reo Māori, Hindi, Tagalog, Cebuano and Ilocano, Afrikaans, Fijian and Fiji Hindi and can arrange other interpreters if needed.

## Hairdressing and Podiatry:-

Our contracted hairdressers call into the rest homes on a regular basis, at least every six weeks and carry out their services on site.

Our Caregivers are encouraged to spend quality time with our Residents and very often, as their day allows, they can do the ladies' nails for them.

All our Residents in our Dementia facilities will have hair dressing and podiatry services carried out routinely and we will pay for these services out of their petty cash, kept by us in our Residents' Trust Account.

Rest Home Residents will pay for these services as they are provided directly to the service providers, unless they too wish to set up a petty cash account with us. This is easy to do, ask staff if you wish to do this and we will provide the paperwork needed.

## Visitors:-

At Kingswood Rest Homes we welcome visitors and look forward to getting to know friends and family and participation in the Resident's daily life is encouraged.

Consideration for other Residents' meal and rest times is important for the harmonious well-being of all our Residents, so we ask that visitors keep this in mind when choosing what time to visit.



## Health Care:

The care staff at the Kingswood Rest Homes have either already gained, or are working towards gaining a Certificate in the Care of the Older Person, a nationally recognised qualification.

We employ the full-time services of Registered Nurses, who are on call when not on site.

Our Registered Nurses and Care Staff will explain the general routines to you and your family and will plan a daily care routine with the Resident.

Our Registered Nurses are responsible for the ongoing monitoring of the health and well-being of all our Residents and for ensuring swift and proper treatment of any health problems which may arise. They have a close working relationship with the local Doctors.

Kingswood Rest Home in Morrinsville makes use of the services offered by Dallas Clinic. In Matamata doctors at the Matamata Medical Centre take care of our Residents.

If your GP practices from one of these practices, then you will continue to see him or her. If, however, you have moved to Morrinsville or Matamata from another area, we will help you choose a GP practicing at one of these clinics.

A Kingswood Nurse or a Caregiver will accompany you to all your GP visits and other health care services, if a family member cannot.

Your involvement in planning your loved one's care is really important. There are various ways this happens.

A Personal Profile document is completed either prior to, or immediately after, admission. This will also be utilised in developing the Resident's Lifestyle Care Plan, in consultation with you and your family member.

## Other Medical Services:-

Other specialised medical services are all available, if needed or recommended by the General Practitioner, (GP), to the Residents over and above the daily practice of our Registered Nurses, Caregivers and GPs.

If you wish to engage any other medical service for your family member, please put in a request to our Rest Home Manager or Registered Nurses. They will work closely with you and your loved one to ensure the best care possible.

Other medical services, for example dentistry, podiatry, optometry, x-rays, audiology, physiotherapy, etc. will be for the account of the Resident.

## Podiatrist:-

A podiatrist visits our rest homes every six weeks and it is recommended that all Residents make regular use of this service. Residents in our Dementia Facilities receive this service routinely each time they visit and this is paid for

out of their petty cash funds, which we administer on their behalf.

We can arrange for other health professionals to visit the rest home on an as-needed basis

## Medications:-

We have a Medication Policy in place and are responsible for the safe dispensing of medication to our Residents.

The pharmacists who we work with robotically pre-pack all the prescriptions, which makes administration of their medications easy and eliminates mistakes.

All medications are kept in locked cabinets and are dispensed by qualified, authorised staff only, under the supervision of the Registered Nurse or a Clinical Nurse Managers.

## Privacy Protocol:-

We are committed to ensuring that the privacy and dignity of our Residents is maintained at all times whilst they are in our care.

We keep information about their well-being and lifestyle needs on file, but this is confidential information and available only to the people responsible for their care.

## Pandemic Policy:-

During times of pandemics, or other local or national emergencies, Kingswood Rest Homes will activate stricter visiting and admission protocols for the general safety and well-being of our Residents.

We will restrict visitors and contractors to the rest home sites and will restrict visits into the community, whilst always following advice and guidelines offered by the Ministry of Health and the Waikato District Health Board.



## SAMPLE MENU

### **Breakfast:**

Fruit Juice, Cereals and Porridge, Scrambled Eggs, Toast and Spreads, Tea and Coffee

### **Morning Tea:**

Savoury Scones

### **Lunch:-**

Hearty Beef Casserole served with Dumplings,  
Creamed Spinach and Diced Carrots  
Self-Saucing Chocolate Pudding and Cream

### **Afternoon Tea:**

Home Baking

### **Dinner:**

Homemade Soup of the Day with Buttered Bread.  
Smoked Fish Pie with Lemony Carrot Salad  
Chocolate Slice with Whipped Cream  
Fresh Fruit

### **Supper:-**

Milo and Biscuits



Our four-weekly menus are wide and varied, all cooked in-house with the freshest ingredients, by our very experienced cooks and we have scored an 'Excellence' for our Menus and Kitchens three years in a row.

We make changes to our Menu at least yearly, but sometimes more often and seasonal menus differ in what is offered.

## **Meals:-**

We serve breakfast, morning tea, lunch, afternoon tea and dinner daily as well as a hot drink and snack before bed.

Residents and their families are encouraged to have input into menu choices. For this reason and because we wish to optimise the health of the Residents, we need to know if Residents have any particular dietary requirements.

We encourage all our Residents to start the day with breakfast in the dining room, unless your doctor or our Registered Nurse suggests otherwise.

All main meals are served in our dining rooms and beverages and additional snacks are available at any time.

All meals and baking are freshly prepared on site in our brand new Kitchen Hub, by our qualified staff.

Strict hygiene and food regulations are observed at all times. All staff working with the preparation of food are appropriately trained in food preparation and service.

Cultural preferences may influence the sort of food that is preferred. Please let us know if there are cultural preferences and we will find ways of meeting these preferences.

We make use of Te Whatu Ora | Health New Zealand approved dieticians from time to time, to advise us on menus and our cooks, menus and kitchens are audited once a year by a registered dietician and the Matamata-Piako District Council. We have attained an Excellence for our menu three years in a row now.

Food is not to be kept in the bedrooms, apart from fruit or confectionary, but if you would like us to store special food items, please ask your caregivers to assist you.

## Activities:-

We have full-time Diversional Therapists / Activities Coordinators working at all our Rest Homes. They are the people responsible for coordinating the daily activities. Residents from one Rest Home often visit the other Rest Homes to share in activities, special functions and theme days.

Many of the Residents enjoy pottering around in the garden and help us grow fresh veggies, which we use in our daily preparation of meals.

Exercise, Life Skills Development and Spiritual Guidance are all offered and our Activities Coordinators organise a wide ranging program of activities and therapies during the week, including the Sunshine Clubs and craft sessions. (See more about the Sunshine Clubs overleaf). We often have visiting entertainers and take our Residents out on regular outings.

At our Male Only Dementia Unit we have a Men's Shed and an activity program designed around the interests of



Kingswood Rest Homes have a wide range of activities available to our Residents every day, some of which are:-

- ◆ Music and Sing-a-longs;
- ◆ Interesting Arts & Crafts;
- ◆ Flower arranging ;
- ◆ Men's Shed Activities
- ◆ Gardening;
- ◆ Bowls, Croquet and Mini Golf;
- ◆ Television and Movies
- ◆ Board Games, Quizzes and Card games;
- ◆ Visiting musicians & other entertainers;
- ◆ Dancing, Music Therapy, Silent Disco Dances
- ◆ Exercises to Music;
- ◆ Reading Daily news and books;
- ◆ Pet Therapy.

## Outings:-

Both our Rest Homes provide comfortable mini-buses for regular and varied outings to local places of interest, for picnic lunches and afternoon teas.

Lunch outings to the local RSA and local restaurants are a regular event and our Activities Coordinators often take our Residents on outings to town or museums and galleries or to the beach and other places of interest.

Our Residents often visit Residents at our other Rest Homes and they regularly get together for special occasions during the year, such as Matariki Celebrations and St Patrick's Day.

A calendar of yearly celebrations is available from our Rest Home Administrators.

We have recently embarked on creating a Memory Box for each of our Residents in which they keep heirlooms, photographs and anything else special to them.

Having these Memory Boxes with them in the rest home also helps them feel at home by creating a feeling of familiarity.



## What is the Spark of Life Philosophy?

Kingswood Rest Homes embrace the Spark of Life Culture Enrichment Philosophy which is designed to rekindle the “Spark of Life” in our Residents. We practice this philosophy across the board in Rest Home and Dementia Care, as we have found the benefits to be great.

The Spark of Life club programme is a gentle, practical and celebratory approach to human relationships and communication.

We invite our Residents to join our “Sunshine Clubs” and enjoy specific stimulatory sessions to reawaken their memories and skills. The club programme has small groups that operate on an equal level, which provide a safe haven where people with Dementia can experience success in everything they say and do.

This boosts their self-confidence, thereby enhancing their ability to communicate.

Based on love, appreciation, patience and playfulness, Spark of Life clubs encourage creative and spontaneous self-expression. These clubs are carefully thought out and planned programmes designed to improve the emotional and social wellbeing of our Residents who have been assessed with Dementia.

The “Spark of Life” philosophy is based on ensuring that every Resident has a happy, loving environment to live in, where our caring staff are supportive partners to them, rather than just caring for the physical needs of the person.

The three core principles, that double as strategies, are all conscious choices and represent the Spark of Life mind-set :-

- **HOW** you think – and the Spark of Life Attitude
- **HOW** you act – that underpin every interaction
- The strength of these strategies lies in not what you do, but
- **HOW** you do it – nor in what you say but
- **HOW** you say it.

### These 3 core principals are:-

1. **Shift your Focus** - from your own viewpoint to the other person’s point of view, with the aim of gaining genuine understanding of “where the other person is coming from”
2. **Share your Heart** – to engage compassionately with love and appreciation with the aims of boosting self-confidence, which strengthens a person’s identity
3. **Shine your Light** – at an energetic level to give love, confidence and gentle encouragement with the aim of enriching the other person’s life.

Visit the Spark of Life website at

[www.dementiacareaustralia.com](http://www.dementiacareaustralia.com)



## Code of Residents' Rights and Responsibilities

The Health & Disability Sector Standards require the provider of Health Care to inform the Residents of their Rights and Responsibilities.

You will find below the New Zealand Health Care Providers' Code of Resident Rights and Responsibilities, which has been formulated to incorporate the Code of Health and Disability Services Consumer Rights. As a Resident, you should expect the following values to be upheld in your Rest Home.

### You have a right to:-

#### **Be treated with courtesy and respect in a way that recognizes your dignity and individuality.**

- Be addressed by your preferred name.
- Have your cultural, religious, and spiritual beliefs and practices respected by staff and other residents.
- Be spoken to directly about matters relating to you.
- Be listened to about how you wish to be treated and taken care of.

#### **Maintain your dignity and independence.**

- Maintain your personal independence and be assisted to regain independence where possible.
- Privacy when desired for matters such as hygiene.
- Control over all personal matters regarding your own possessions, financial matters, and activities of daily living.
- Participate in a range of activities, both in the facility and in the community.
- Be supported to make informed decisions about activities of daily life and have information provided in a format best suited to your needs.

#### **Maintain and form relationships.**

- Communicate in confidence, receive visitors, and talk in private without interference.
- Choose and maintain contact with individuals and groups from the community through visitors to the home and outings.
- Form friendships and relationships, including intimate relationships, as long as the personal rights of others are maintained.

#### **Receive personal and health care according to your needs.**

- Be properly clothed, groomed, and cared for in a manner consistent with your preferences.
- Be informed about your medical condition, treatment and proposed course of treatment.
- Participate fully in making decisions concerning any aspect of care.
- Have your medical records kept confidential.
- Designate a person to receive information concerning transfer or emergency hospitalization.

#### **Be provided with a suitable living environment.**

- Be properly housed and fed in a manner consistent with your needs.
- Live in a clean and safe environment.
- Display in your room, personal possessions, pictures and furnishings in keeping with safety requirements.
- Not have your possessions shared without your permission.
- Participate in setting any house rules.

#### **You have a responsibility to:**

- Remember that other residents have the same rights as you and not act in such a manner that infringes on the rights of others.
- Treat staff and other residents with dignity and respect.
- Assist staff in looking after your health and well-being.
- Inform staff when you are leaving the home and when you plan to return.
- Treat the facility with care and respect.
- Keep current any financial obligations relating to your home provider.
- Adhere to the house rules.

#### **The Code of Health and Disability Services Consumers' Rights sets out your legally enforceable rights as a consumer of health & disability services.**

- A copy of the Code of Health and Disability Services Consumers' Rights should always be made available to residents.
- Residents should be able to have any complaint willingly and respectfully heard by the facility manager in the first instance.
- Residents have the right to complain about anything that upsets them and if necessary, have an independent person to advocate on their behalf.
- The nationwide Health and Disability Advocacy Service (0800 555 050) is available to assist consumers in resolving complaints that arise under the Code of Health and Disability Services Consumers' Rights.

## Men Only Dementia Facility

Based on our experiences over the years, we decided to open a 'Men Only' Dementia Facility on our site in Morrinsville.

Through the years, we have learned that caring for men and women assessed with Dementia can be very different and housing everyone together in one building can have its challenges, especially where there are big age differences.

By creating this space, our other Dementia Unit in Morrinsville can now cater for the ladies and our gentler or more frail male residents.

The Men's unit has a Men's Shed, a Potting Shed, a Chicken Run and Vege Gardens, which will keep the blokes busy.

Daily Activities are offered around our male Residents' particular interests and past hobbies.

A maximum of 18 men call this facility home and new friendships are formed as they happily live together.

If you are caring for someone assessed with Dementia and feel you need help, please call us now. We can advise on what steps to take and about possible funding for Full-time Care, Day-care or Respite Care.

### Psychogeriatric Care:-

Our brand new Psychogeriatric wing has come about as a result of an increasing need in the Waikato to provide quality of life for an older patient with significant psychiatric or behavioural disturbance.

At our new specialised care unit, we will deliver Psychogeriatric care under the guidance of clinicians with specialised expertise in psychogeriatric care.



**Our Male only Dementia Unit boasts a Men's Shed**

Each resident will have a plan which covers his or her physical, psychological, emotional and social needs and will include the negotiated goals.

The Staff employed to deliver care to the Residents of our new Specialised Unit are experienced Registered Nurses with aged care experience, including specialised care for people living with dementia.

All our Specialised care staff practise the Spark of Life Philosophy and are fully trained in caring for people living with dementia that have complex care needs.

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Our brand-new, purpose built. specialised wing has been designed to accommodate people who require different levels of care and who have different needs.

Separate living rooms, courtyards, patios and gardens allow our residents to break away to a place of comfort or quiet when they need to. Our staff can easily see 'through' the building which will assist with keeping supervision at all times.

Specialised hospital hoists and spacious rooms will allow us to deliver care to all our residents, even when the time comes when they cannot move around alone.

Please call our Manager **Tonya** directly on 021 880 918 with any enquiries regarding our Male only wing and our Psychogeriatric unit, or you can email us on [info@kingswood.co.nz](mailto:info@kingswood.co.nz)

## Useful Phone Numbers:-

- **Age Concern New Zealand:** Phone : (07) 838- 2266  
[www.ageconcern.org.nz](http://www.ageconcern.org.nz)
- **Alzheimer's New Zealand:** Phone: (04) 381 -2362  
[www.alzheimers.org.nz](http://www.alzheimers.org.nz)
- **Citizens Advice Bureau** Phone: (07) 888-8176  
[www.cab.org.nz/Pages/home.aspx](http://www.cab.org.nz/Pages/home.aspx)
- **Disability Support Link** Phone (07) 839-8883
- **Eldernet New Zealand:** Phone (03) 388-1204  
<http://www.eldernet.co.nz/Home>
- **Grey Power:** Phone: (09) 299 -2113  
[www.greypower.co.nz](http://www.greypower.co.nz)
- **Seniorline** :Freephone: 0800 725 463  
[www.seniorline.org.nz](http://www.seniorline.org.nz)
- **Live Stronger for Longer :**  
<https://www.livestronger.org.nz/>
- **Ministry of Social Development:** Phone: (04) 916-3300  
[www.msd.govt.nz/what-we-can-do/seniorcitizens/](http://www.msd.govt.nz/what-we-can-do/seniorcitizens/)
- **Jim's Test and Tag** - 0800 454 654  
[www.jimstestandtag.co.nz](http://www.jimstestandtag.co.nz)
- **Mental Health Foundation:** Phone: (09) 300 -7010  
[www.mentalhealth.org.nz/page/196-older-people](http://www.mentalhealth.org.nz/page/196-older-people)  
[www.mentalhealth.org.nz/page/173-dementia-related-sites](http://www.mentalhealth.org.nz/page/173-dementia-related-sites)
- **Dementia Care Australia - Spark of Life:** Phone: +61 3 9727 2744  
[www.dementiacareaustralia.com/library/dementia-foundation-for-spark-of-life.html](http://www.dementiacareaustralia.com/library/dementia-foundation-for-spark-of-life.html)
- **Ministry of Health** Phone: 0800 611 116  
[www.health.govt.nz/your-health/services-and-support/\\_health-care-services/services-older-people](http://www.health.govt.nz/your-health/services-and-support/_health-care-services/services-older-people)



## • OUR PHONE NUMBERS AND ADDRESSES

- Matamata Rest Home - 175 Firth Street Matamata - (07) 888-7418
- Morrinsville Rest Home - 59 – 63 Allen and 422A Thames Street Morrinsville - (07) 889-7850
- Kingswood Specialised Care Unit - 14-16 Strathmore Street Morrinsville - (07) 242-3001