



# **BUNDALEER LODGE NEWSLETTER**

**SUMMER EDITION  
DECEMBER 2021 – FEBRUARY 2022**

**BUNDALEER LODGE NURSING HOME  
114 HOLDSWORTH ROAD  
NORTH IPSWICH 4305  
PH: 07 3201 8772  
FAX: 07 3201 7926**

## LETTER FROM MANAGEMENT

### *Staff Changes*

Gihon Balan, Residential Services Manager, and Janet Yau, Clinical Manager, have now settled into their new roles at Bundaleer Lodge.



Janet Yau & Gihon Balan

*Merry Christmas and  
Seasons Greetings from all  
of us*

Here's to a season of love and harmony! We wish all residents, families, friends and staff all the best this holiday season and a Happy New Year.





# Waratah Unit

The new rooms and Waratah are complete and awaiting certification. The photos show the lounge area and bedrooms.

Waratah Lounge Room



Waratah Lounge Room



Waratah renovated bedroom



Waratah renovated bedroom



# Gardens

Garden work has been carried out during Spring and the difference is stunning as can be seen in the photos.

Acacia Courtyard Gardens



Jasmine Courtyard Garden



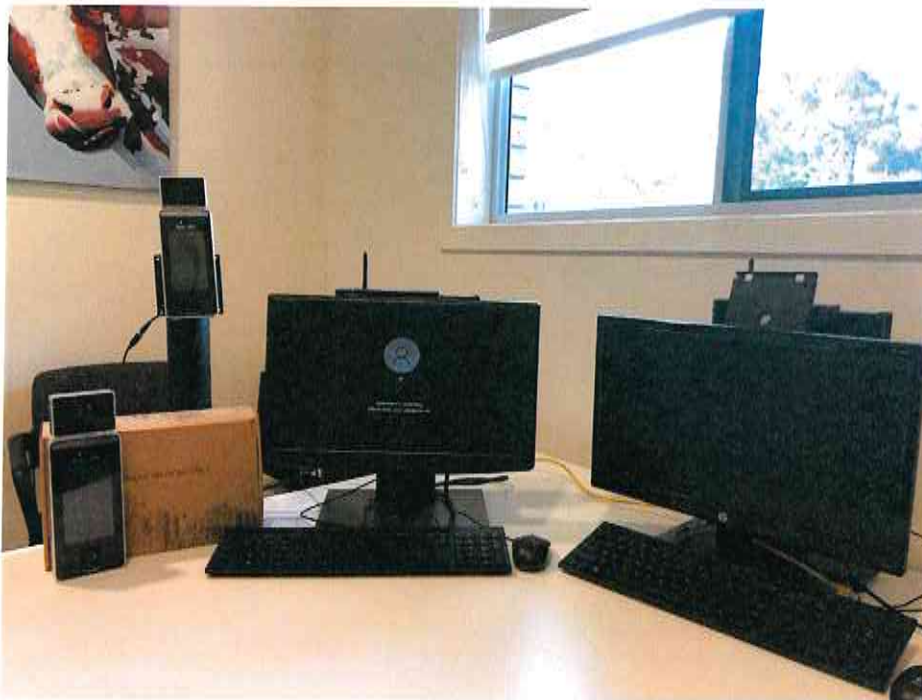


Carpark Garden

## *Facial Recognition Software*

The new facial recognition software and automatic temperature testing equipment has arrived and are being set up ready for use. This equipment makes it easier for staff to sign in and get temperature testing entry approval in these COVID-19 times. We purchased two new computers and ancillary equipment to allow this system to be installed.

The facial recognition software with temperature testing allows for a smoother access for staff entering the facility. Prior to this each staff member needed to be temperature tested by the RN or the administration receptionist before they could enter for work. Bundaleer Lodge device will be up and running after the 29<sup>th</sup> November and Algester Lodge will be up and running in early December.




The new facial recognition and temperature testing units being set up

# COVID19 Booster Vaccine Rollout

Earlier in November, Premier Anastacia Palaszczuk announced that once 80% of eligible Queenslanders are fully vaccinated (have received two COVID-19 vaccine doses) fully vaccinated Queenslanders will be rewarded. Only people who are fully vaccinated will be allowed into many venues including Residential Aged Care Facilities. These measures will take effect from 17th December 2021 or once the State reaches 80% double dose.

As a result, **if you are 16yrs or older and have not had two doses of a COVID-19 vaccine you will not be able to enter Algester Lodge or Bundaleer Lodge from 17th December 2021.** Children aged 15yrs and under will be allowed to enter without a COVID vaccination for now.

You will be required to show evidence of your COVID vaccination upon entering. The Qld Government have now updated the Qld Check In App so that you can now link your COVID vaccine proof. You will be able to show staff your proof via the green tick  in the Qld Check In App or you can provide us with a copy of your COVID Certificate or a vaccination record from Medicare. If you do not have a smartphone and are currently using one of our devices to Check In you may supply us with a hard copy of your vaccination via:

- Hand a copy to the staff at Reception
- Email to [purchasing@bundaleerlodge.com](mailto:purchasing@bundaleerlodge.com)
- Send a photo to 0429 654 978

Please remember to include the name of the resident you visit.

These details will be stored confidentially with our staff and resident files.

Please remember that there are different staff rostered to do visiting on the weekends so if they do ask you your name or for a copy of your proof please be polite and understand that these staff do not know everybody and it will take them sometime to remember names. We thank you for your co-operation.

This pandemic has been a long road for so many of us and we have worked hard to keep our staff and residents safe. Getting vaccinated is the best way to keep our freedoms and to be able to continue to visit our loved ones.

Eligible Bundaleer residents and staff received their COVID booster vaccine on Friday 26th November.





## *Visiting*

Visiting hours are now between 9am and 4pm Monday to Friday. Saturday and Sunday visiting hours are between 9am and 12noon for entry. No visiting hours on public holidays. Once you have signed in, you may stay as long as you like. If you are unable to visit during these times please contact Management to make alternative arrangements.

Please be mindful of shift change times as this may extend the time you need to wait for screening as staff get priority to gain access for their nursing shift. We appreciate your consideration with regard to this and thank you in advance for waiting patiently. You must enter via reception for screening. To keep up to date with COVID-19 restrictions and visitation updates please ensure you are on our email list. Leave your email address with reception to be added to the email list if you have not already done so.

## *Bundaleer Lodge Accreditation*

We were issued with another six-month extension on accreditation and we expect an accreditation visit for Bundaleer Lodge in the coming months. We will keep you informed when that is at the facility.

## *Bundaleer Lodge Highway Billboard*

We have a new billboard sign on the Warrego Highway at Haigslea.



## FACEBOOK & INSTAGRAM FOR BUNDALEER LODGE

Bundaleer Lodge has a Facebook account and Instagram account. You can keep up with what the residents have been doing on our Facebook account.

### Facebook

<https://www.facebook.com/Bundaleer-Lodge-Nursing-Home-169519596581097/>

### Instagram

<https://www.instagram.com/bundaleerlodge/>

### Website

<https://www.bundaleerlodge.com/>

## NBN

Bundaleer Lodge Nursing Home has now been changed over to the NBN. Thank you to all staff for your patience and understanding while this process was taking place.

## SHARING SPACES PROGRAMME

Residents from Bundaleer Lodge Nursing Home and Pre-Prep students from Ipswich Junior Grammar School have been participating in an intergenerational learning programme called Sharing Spaces. This partnership programme with Junior Grammar Early Education Centre and Bundaleer Lodge Nursing Home involved residents traveling to Junior Grammar EEC to enjoy a morning of activities and fun with the children of the EEC in pre COVID times. Bundaleer lodge residents interact with the children from the school through story time, craft activities, and cooking experiences. During COVID times the children and residents have missed each other and the children have sent video messages to the residents. These photos show the residents enjoying their video messages from the children.





## ROUND SQUARE PROGRAM

The Round Square project partnership formed between Bundaleer Lodge and Ipswich Grammar School is important to our residents. Since the visits to Bundaleer Lodge have been postponed due to Covid19, the boys in year 9 at IGS have sent some written letters to residents instead of the in-person visits. By doing this the IGS boys and residents can still be connect. The photos show the enjoyment these letters give the resident at Bundaleer Lodge.



## MEET & EAT CAFE

The Café has closed during the COVID outbreaks as soon as we are safely able to open this service, we will let you know.

## A BETTER VISIT APP

Dementia Australia has developed an App for iPads and Android Tablets called “A Better Visit”. The new app by Dementia Australia aims to assist people in connecting and communicating when visiting loved ones living with dementia. “A Better Visit” App is free and it includes a number of games designed to be interactive, stimulating and fun. Games on the app are designed to engage dementia residents and are suitable for residents at many stages of dementia. It can be challenging to come up with different things to do and talk about with relatives with dementia, especially as symptoms progress. Playing naughts and crosses with some classic songs key to your moves or using the window washing game to reveal images of iconic Australian locations can’t help but prompt further conversations or enjoyment of play. These games are designed to be a shared experience. The games sound and functions are designed for play by people living with dementia. Dementia Australia research found that more than 60 percent of people said they didn’t know what to say to someone with dementia. By playing the games in the app carers and other family members could be inspired to engage with the person with dementia through the interaction, images and sounds enhancing their enjoyment and discussions.



“A Better Visit” is available free for iPad from the App Store and Android from the Google App Store.

We now have an iPad in the secure unit which is available for loan from the RN. The visitor can request the use of the iPad to use during a visit. This iPad has “A Better Visit” app installed and ready to play. Please ensure you return the iPad before you leave. The therapy staff also have an iPad with the app ready for use in the therapy room. If you require some assistance in using this please see Therapy staff.

## CHARTER OF AGED CARE RIGHTS ANNOUNCED

### **Providers required to provide and explain signed Charter to new and existing consumers**

The Federal Government has announced new laws to compel all aged care providers to sign and conform to a single Charter of Aged Care Rights.

From 1 July 2019, providers must give new consumers a copy of the new Charter signed by the provider, and ensure that the consumer or their authorised person has been given a reasonable opportunity to sign a copy of the Charter.

The new Charter will apply to all care recipients receiving Commonwealth-subsidised aged care, including residential care, home care packages, flexible care and services provided under the Commonwealth Home Support Programme and the National Aboriginal and Torres Strait Islander Flexible Aged Care Program.

According to the Government the purpose of requesting the consumer’s signature is to allow them to acknowledge they have received the Charter and had assistance to understand it. Consumers are



not required to sign the Charter and can commence, and/or continue to receive care and services, even if they choose not to sign the Charter.

The Charter is a component of the Single Aged Care Quality Framework and replaces the four separate charters for residential care, home care and short term restorative care.

## **RESIDENT CODE OF CONDUCT & CHARTER OF AGED CARE RIGHTS**

### ***Each resident of a residential care service has the duty:***

- To respect the rights and needs of other people within the residential care service, and to respect the needs of the residential care service community as a whole
- To respect the rights of staff and the proprietor to work in an environment free from harassment
- To care for his or her own health and well-being, as far as he or she is capable
- To inform his or her medical practitioner, as far as he or she is able, about his or her relevant medical history and current state of health.
- Each resident has the obligation to respect the thoughts and actions of other residents and not deprive them of their rights
- To assist the facility in maintaining accurate records and information through prompt notification
- Informing the facility of changes to contact next of kin details.

### ***Charter of Aged Care Rights:***

#### ***I have the right to:***

- Receive safe and high-quality care and services
- Be treated with dignity and respect
- Have my identity, culture and diversity valued and supported
- Live without abuse and neglect
- Be informed about my care in a way I understand
- Access all information about myself, including information about my rights, care and services
- Have control over and make choices about my care, and personal and social life, including where the choices involve personal risk
- Have control over, and make decisions about, the personal aspects of my daily life, financial affairs and possessions
- My independence
- Be listened to and understood
- Have a person of my choice, including an aged care advocate, support me or speak on my behalf
- Complain free from reprisal, and to have my complaints dealt with fairly and promptly
- Personal privacy and to have personal information protected
- Exercise my rights without it adversely affecting the way I am treated

## BUNDALEER BUILDING SITE HISTORY

Some may remember the old kitchen and laundry were demolished and the site was cleared and the builders started construction work.



View of Bundaleer Lodge showing the cleared site from the old Kitchen and Laundry and new construction



New Waratah Lounge



New Waratah Comfort Room





New Waratah



New Waratah Courtyard



New Waratah Lounge August 2019



New Waratah Comfort Room August 2019



New Waratah Hallway December 2019



Waratah Bedrooms December 2019



## INDEPENDENT LIVING UNITS

Bundaleer Lodge Nursing Home at North Ipswich now offers ILUs (Independent Living Units) onsite. Our ILUs are architect designed modern retirement living. Built to offer low maintenance living with high quality finishes. There are 9 independent living units which offer one or two bedrooms. Some offer a small terrace with garden views. These are fully self-contained units with a dedicated car parking space. The units consist of an open plan dining lounge kitchen, laundry and one or two bedrooms with a disabled accessible bathroom. The units have the following facilities: air-conditioning, fans, fridge, oven, stove, washing machine, clothes dryer, call bell point and fire alarm and sprinkler system. Residents can continue their independent lifestyle while offering nurse call bell points within the unit in the case of an emergency only. These units are available for a weekly rent which includes the furniture, electricity and water charges. The units can also be rented unfurnished. Residents from our ILUs have access to the Bundaleer Meet & Eat Cafe near reception, the onsite hairdressing salon and meals can be supplied at a nominal fee. Please contact 07 3201 8772 for a tour and further information.



ILU Kitchen



ILU Bedroom



ILU Dining Room



ILU Lounge Room

If residents or residents families wish to hold a function for a resident in the facility please book with the Diversional Therapy staff. This will ensure a suitable location for the size of the function is not double booked. Speak to the Therapy staff about what locations are deemed suitable. As other residents use the lounge areas, these are not suitable locations for family events. There are other areas within the facility which will not impact other residents while holding your function. When you hold the function you must clean up after your event.



Residents are reminded to review the menu and let staff know of any changes you would like in your meal choices.

When family visit ensure that young children are monitored so as not to cause excessive noise and disruption of other residents.

Jasmine wing has a large covered outdoor area where we have installed an outdoor pool table. We have installed a cabinet to house the pool balls and other equipment. Therapy will set up the table each weekday for use and pack away the equipment at the end of the day. On a weekend please ask the Jasmine RN for access to the equipment.



The kitchen uses a cook chill kitchen operation and this required a complete update to all menus. The new system requires all meals to be precisely measured for even heating. With the new system those that have a large meal will be served two meals as one large meal will not heat adequately. If the food is not laid out correctly on the plate the food will either burn or under heat. Kitchen staff have had extensive training to make the change over as seamless as possible.

Please tell therapy or kitchen staff if there are any other condiments you would like us to trial in addition to those currently on offer.

Any low care residents are reminded that they can get a referral letter from their GP so they can access 5 free specialist visits via the EPC program. This will allow the low care resident to access for example 5 free podiatry consultations or they can use them for physiotherapy/occupational therapy/dietitian consultations. Speak to the Residential Services Manager about this service.

With the change in seasons, we can get colder or warmer weather so we take this opportunity to remind resident and family to remember to dress appropriately for the weather. Check the recommended clothing list to see what clothing you may need.



Can those family members or residents who get a residents' Medicare card sent to them, make sure you bring the new Medicare card into administration. If your card is still sent to your old address please advise Medicare of your change of address. We cannot organize bulk billing if we do not have this information. Could residents or family members check the expiry date for the Medicare card. If family members or residents wish to keep their own card then please make a photocopy and hand this copy to reception for our records. If the card is about to expire, please apply for a new one. Then make a copy for the facility if you do not wish us to hold the card for the resident. If you would like the facility to hold the card for the resident, please hand the card to reception.

Any clothes that need to be labelled must be dropped to the new administration office Monday to Friday between 9am and 4pm. If this cannot be done, please call Reception on (07) 3201 8772 to arrange an alternate drop off location and time.



For new admissions please ensure all clothes are marked with a permanent marker prior to labelling, this is to ensure that clothing is not lost. Any new clothing items to be placed in a bag with the residents' name and handed to staff in the administration office.

The lost property is now located at Reception. If you or your loved one is missing any clothing please have a look here and if you have any clothes that are not labelled please give to Admin so they can be labelled and returned to you. If you notice any clothing missing please fill in the lost clothing form which can be obtained from staff, they can print a form from iCareHealth. This lost clothing form will be given to the laundry staff so they can try to locate your lost item for you.

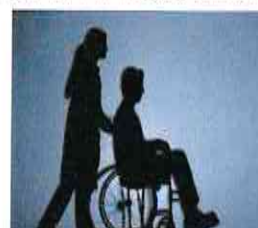
**Bundaleer Lodge no longer takes clothing donations due to Government Auditors seeing this as a privacy issue. When a resident moves from the facility their items must be collected within 24 hours or the items will be taken to life line and a fee of \$100 will be charged to the final account.**

Bundaleer Lodge has a web site that can be accessed from a computer with Internet access at <http://www.bundaleerlodge.com>. We are striving to improve our website by adding more information and links to other sites which may hold valuable information for you. We have a picture gallery which will be updated when new features are installed.



The flu season is nearly here again so see your Doctor about the flu vaccination if you have not already done so. Due to gastrointestinal outbreak and flu illness in the community we wish to remind relatives to not visit residents if they are ill or within the 48 hours after they show the last symptoms. This helps protect the residents from flu, colds and gastrointestinal illnesses. We also remind relatives to wash their hands at our facility before visiting the residents and to wash their hands after visiting the residents. This also helps stop the spread of communicable illness in the community. **Remember that washing hands saves lives.**

If family are cancelling escorts arranged for appointments without the sufficient notice period (72 hours) or if the resident refuses to go to the appointment on the day and the escort arrives for the appointment then the resident will be charged for the service. The notice period of 72 hours MUST be adhered to for cancellations and the notification given to the administration office during office hours. The family can also call the escort company to cancel the appointment within the notice period. The family must then notify Reception of the cancellation within office hours.





The Department of Health wants us to inform relatives about call bells, particularly what they are used for. There are different types of calls on our system. There are call bells next to the bed, call bells in the bathroom, call bells in hallways and call bells in common areas. The hallways and common areas are for EMERGENCY situations and IMMEDIATE response. The bedroom and ensuite call bell is for general calls for assistance. The EMERGENCY call bell overrides all other calls to give an IMMEDIATE response. The bedroom/ensuite call bells are logged at the time of the call and are responded to in order. Hence if there is a high volume of calls then the wait time may be longer than at a time when there is a low volume of calls. If someone is in a room with no call bell, staff can use their DECT phones to dial 333, this will call ALL phones throughout the Facility phone system and someone will answer.

Bundaleer Lodge has a no lift policy to prevent injuries from unsafe lifting practices to patients and staff. Therefore, special equipment and techniques are used to move or transfer residents safely from one position to another.

People of all ages are at increased risk of falling while in care due to the unfamiliar surroundings, unsteady balance, poor eyesight, wearing of unsafe footwear, medical conditions and some medications and can result in a serious injury and or loss of confidence. The following can assist in falls prevention.

- Become familiar with the surrounding
- Have a falls risk assessment completed
- Be consulted about the plan to reduce your falls risk, if required. This may include a review by a pharmacist or physiotherapist for further information and support.
- Preventative measures include avoidance of long dressing gowns and nightwear.
- Footwear should fit securely; have a flat or low heel and a non-slip grip.
- Residents may be fitted with anti-embolism stockings and these can increase the risk of slipping or falling when walking. It is therefore important to wear slippers or other footwear if you are using these stockings.

The Facility supports students across multiple disciplines (nursing, medical and allied health) through partnership with tertiary education institutions and other registered training Organizations. All medical interns and other students are supervised while at the Facility. The Facility continues to have a strong commitment to teaching the healthcare professionals of the future.



The Broadband for Seniors Kiosk is now set up in the Internet Kiosk in Frangipani. This Internet Kiosk is a Government Funded initiative taken up with the help of the facility staff and Bundaleer Lodge. Check the Therapy schedule to find when the next Internet/Computer tutorial will be held or ask your Diversional Therapists. Those residents who have their own computer and use the internet, it is advisable to keep your internet security software up to date to help protect your information on the computer.

Unwanted fire alarm activation. If a resident or resident representative causes a fire alarm to be activated causing a false alarm call out by the Fire Brigade, then the resident will be charged for the call out fee. False alarm activation can be caused by burning toast in resident toasters, burning food in resident microwaves, smoking in rooms, aerosol sprays and fine powders dispersed in the air around the detector or other wilful activation methods. The cost of a call out is approximately \$1200.





We would like to remind visitors to the secure unit to not let anyone out, no matter how convincing or young they look. Refer them to the staff on duty should they want to exit the area.



We have had some issues with telemarketers confusing residents who have their own phones. We recommend residents or their family members have residents personal phones added to the DO NOT CALL REGISTER so telemarketing calls will not be put through to their phone. Call your phone service provider to organize this.

**The basic daily fee increased on the 20<sup>th</sup> September 2021. The rate is set by Department of Health and Aging. This rate changes twice a year on the 20<sup>th</sup> March and 20<sup>th</sup> September.**

Please remember to give Lynette Dresselhaus your email details for easier communications. If you have not already done so, you can drop this into administration.

Susan Dreyer & Lynette Dresselhaus

## TRANSLATING AND INTERPRETING SERVICE (TIS)

Thousands of non-English speaking Australians face a communication gap every day. Across Australia, the Translating and Interpreting Service (TIS National) helps bridge that gap. TIS National has more than 50 years' experience in the interpreting industry and access to more than 3000 contracted interpreters speaking more than 160 languages across Australia. Whenever English speakers and non-English speakers need to communicate, TIS National can provide an interpreter to help 24 hours a day, every day of the year.

### **Who needs interpreters?**

Australia is a dynamic and culturally diverse society; whose population speaks hundreds of different languages. In Australian society interpreters are not only required by non-English speakers, but also by the English speakers who need to communicate with them. In short, interpreters provide the language link that bridges the communication gap between English and non-English speakers.

There are a variety of reasons why non-English speakers need interpreters. Initially, the Australian Government introduced a phone interpreting service (now known as TIS National) to provide interpreting assistance to meet migrant information and welfare needs.

TIS National continues to deliver this service and is available to any person or organisation in Australia who needs an interpreter. TIS National provides interpreting assistance to enable non-English speakers to access government agencies and services, police and legal services, education, healthcare and community groups, as well as services offered by private businesses. English speakers are increasingly seeking to engage interpreters to communicate with non-English speakers. Services provided by TIS National are to individuals and agencies who recognise the importance of reaching out to non-English speakers to further business opportunities, satisfy community needs and provide accessible and equitable government and other services.

### **How can I access an interpreter?**

Call the TIS National Contact Centre on **131 450** at any time, day or night, to access an immediate phone interpreter. The TIS National Contact Centre can connect you with an interpreter in more than 160 languages over the phone, every day of the year. TIS National's immediate phone interpreting service can be accessed directly by both English speakers and non-English speakers, just say the language you need.

Phone interpreting services can also be booked in advance, which ensures an interpreter will be available in the language you need and to cater for any special requirements. TIS National can also arrange for an interpreter to attend a specific location anywhere in Australia (subject to interpreter availability), known as on-site interpreting.



## KITCHEN UPDATE

We have a five-week rotating menu with alternatives for both lunch and dinner. These are listed on the menu. If you find there is something that you dislike or would simply like the alternative this is possible. In April we updated the menus and added some new options such as Caesar Salad and Steak & Bacon Pie. Please keep an eye out for the new options as we would love to hear your feedback.

We have found that there are quite a few residents who are requesting an item that they previously disliked. The Therapy staff have been busy reviewing and updating the dislikes list with a number of residents to reflect their choices.

When looking at the menu there are two different meat options listed. The first option is the standard and the second option is the alternative. If you would like the alternative then you simply have to circle it. If you want the standard option then just leave it blank and you will receive the standard. Once you have made your selections for the week please inform your RN or Therapy staff and they will notify the kitchen for you.

If you have a permanent change or dislike please also inform your RN and they can do a kitchen notification form for this, that way you do not have to remember to write it on your menu each week. If you would like some assistance in filling out the menu please ask your RN or Therapy staff to help.

If you would like to keep a copy of the menu you submit to the kitchen, please hand the completed menu to your RN or Therapy staff and ask from for a copy of it to keep. They can photocopy and then give one copy to you and one to the kitchen.

Families are also welcome to order meals from the kitchen. For \$5.00 you will receive the main meal and dessert as listed on the menu. All visitor meals must be ordered at least two days prior to ensure that the kitchen cook enough. Money is to be paid in cash at Reception. If you have set days that you would like meals, we can also make it a standing order so you do not have to notify the kitchen every time.

If at any time you have any suggestions or feedback about the menu please feel free to contact Admin and let them know. Feedback is always welcome.



## RESIDENT MEETING UPDATES

Resident meetings, albeit spur of the moment, have commenced again this year in between lockdowns. All residents and families are welcome to request a copy of the minutes from the DT staff (Tash, Linda, Easter or Rhiannon) at any time. If resident's are unwell or do not wish to attend the meeting but they would like something to be discussed they can tell Tash or Linda beforehand and they can discuss on their behalf.

The main issue discussed over the past few months is lost clothing.

### **Lost clothing:**

Residents report that items have not been returned to the wardrobe and there can be a few different reasons for this:

1. No name on the item
2. Laundry staff cannot read the name if marked in permanent marker

It is a known fact that either be at school, Uni or in a multi-living accommodation that there will be clothing go missing. This is one way to try to avoid this happening.

This is why on admission we ask for such items to be marked with a permanent marker to start with, whilst the clothing labels are being ordered. The clothing labels we order can take up to 2 weeks to arrive from the date of order. A permanent marker will only last a couple of washes.

The current labels we use are a cloth embroidered iron-on type. These tags usually outlast the clothing and of course this depends on the amount of time these are worn and laundered. If you wish to have sew on labels please advise when ordering. We currently do not have anyone who can sew on these tags at the facility if family wish to sew these on.



### **Tips on how not to lose clothing:**

Have a name on everything including blankets, shoes, socks and all underwear (EVERYTHING).

With Christmas approaching it is very important to name everything. If you need to make sure that the item is the correct size, please name the bag and give the bag to Reception for name tags to be attached. I am sure that you can appreciate that we will have many new items over the festive season.

In October, residents held a survey and decided that they would like to change the meetings to second monthly.

### **Upcoming meetings:**

December – Please keep an eye out on your activities calendar for the date





## **AUGUST RESIDENT FOCUS GROUPS**

Thank you to the residents who participated in the last focus group which talked about staffing. For example, do the staff treat you with respect, or do you feel there is enough staff on duty?

We received some lovely feedback, saying our staff are excellent and friendly and that you feel that our new staff are well trained and they get to know you well. This is reassuring to hear as our staff are the heart of our company and it is imperative for you to feel that they not only meet your needs but are supportive and friendly when doing so.

We have taken on your feedback about staffing response times during meal times or during handovers and will look into options to ensure that there is always a staff member available to answer buzzers even during these busy times.

We also really like your suggestions for interview questions, for example;

- What sort of things do you like doing that you can pass onto the residents?
- What is 3 things you would do when approaching a resident with dementia?

We have passed these questions onto Human Resources who will review them and add some of these to our interview forms.

## **NOVEMBER RESIDENT FOCUS GROUPS**

Thank you to the residents who participated in the last focus groups which talked about our management of the COVID-19 pandemic. For example, do you feel we have done enough to keep everyone safe during the pandemic?

We received some helpful feedback, with all of you saying that you feel that we communicated very well with your families/NOK's but a few of you felt that there was not enough communication to yourselves. However, most of you said that you did keep up to date through the television or your families and some of you are sick of hearing about it.

Overwhelmingly, all of you felt that we have taken appropriate actions to keep you safe, particularly with regards to our prompt actions and our wearing of PPE, which is great to hear. There were a few questions raised about future COVID and what that looks like so I have answered these below;

Q: When will we have the booster vaccine?

A: Soon, we are gathering consent now and are waiting on QLD Health to contact us to arrange a vaccination day at the facility, you will be notified as soon as this is booked.

Q: Why is the Covid vaccine not important for visitors to have but they have to have the Flu vaccine?

A: As of the 17<sup>th</sup> December any visitor to an aged care facility will need to have both COVID-19 vaccines.

Thank you once again for those who participated and if you want to be part of a focus group, please see Therapy staff.

## BIRTHDAY'S

### December

William McDermott	1 <sup>st</sup> Dec
Delva Nunn	3 <sup>rd</sup> Dec
Margaret Harm	3 <sup>rd</sup> Dec
Graeme Charrett	5 <sup>th</sup> Dec
Raymond Cartwright	7 <sup>th</sup> Dec
Taulai Muliumu	7 <sup>th</sup> Dec
Carmen Birkenstock	17 <sup>th</sup> Dec
Evon Otto	18 <sup>th</sup> Dec
Nancy Piggott	18 <sup>th</sup> Dec
Patricia Dodds	20 <sup>th</sup> Dec
Lorell Hollworth	23 <sup>rd</sup> Dec
John Rhodes	29 <sup>th</sup> Dec

### January

Kevin Halls	6 <sup>th</sup> Jan
Dawn Cunneen	10 <sup>th</sup> Jan
Helen Frahm	11 <sup>th</sup> Jan
Johanne Waghorn	19 <sup>th</sup> Jan
Paul Buchholtz	21 <sup>st</sup> Jan
Douglas Vickers	21 <sup>st</sup> Jan
Peter Mole	22 <sup>nd</sup> Jan
Betty Seib	27 <sup>th</sup> Jan

Audrey Madigan	28 <sup>th</sup> Jan
Ivy Neumann	31 <sup>st</sup> Jan
Vasiliki Kentrotes	31 <sup>st</sup> Jan

### February

Jean Chen	3 <sup>rd</sup> Feb
Betty Clarke	4 <sup>th</sup> Feb
Edward Whitfield	5 <sup>th</sup> Feb
Judith Peever	7 <sup>th</sup> Feb
Daphne Miller	8 <sup>th</sup> Feb
Shirley Bonavia	13 <sup>th</sup> Feb
Ena Davis	16 <sup>th</sup> Feb
Dorothy Copper	21 <sup>st</sup> Feb
Arnold Richards	21 <sup>st</sup> Feb
Delcia Thorne	21 <sup>st</sup> Feb
Joyce Polzin	25 <sup>th</sup> Feb
Marilyn Johnstone	27 <sup>th</sup> Feb
Annette Jones	27 <sup>th</sup> Feb
Michael Hughes	28 <sup>th</sup> Feb
Margaret Jellett	28 <sup>th</sup> Feb
Tina Tate	28 <sup>th</sup> Feb

**The Diversional Therapy Department wish all of these residents a very Happy Birthday!**





## HELLO FROM YOUR BUBBLY BUNDALEER THERAPIST GIRLS

It's hard to believe we are in the final months of 2021 already. The Bundaleer residents are about to get ready for all the December Christmas festivities that have been planned by the activities department.

Over the last few months Bundaleer residents have been making the most of the warm weather by attending concerts in the unit one courtyard. Our main singers are Lyn Butler, Rosie King and Cam Smith who provide our residents with their favourite old time sing along's as well as any personal requests. Tamsin brings the facility both singing and dancing. Not long ago, Tamsin surprised the residents with a thankyou cake for supporting her in the last 10 years she has performed at Bundaleer. Paul the Ukulele man plays the Ukulele as well as the keyboard while singing. Together, Peter and Glenys sing and play the keyboard and saxophone. Nathaniel offers individual roaming performances playing the flute throughout the facility as well as stopping in common areas for larger groups. All residents are invited to attend any concerts found on the calendar given out monthly.

Halloween was celebrated at the end of October. Staff and residents were encouraged to dress up for the spooky afternoon tea held in the decorated activity room.







Melbourne Cup was held in each of the unit's lounge rooms. Residents were offered high tea finger foods and cold beverages as well as fascinators for the ladies and bow ties for the men to watch the race.

A group of residents spent Wednesday 3<sup>rd</sup> November in Kalbar. The residents who attended spoke highly of the country drive visiting a local café for morning tea before doing a bit of shopping in the main street. Lunch was at the pub where residents chose their favourites off the menu. On the way home, the residents did some sight-seeing of the country side as well as pointing out the decorated hay bales that were part of the Kalbar Country Day. We completed the day by stopping off at McDonalds for an ice cream. Everyone who attended slept well that night (including the staff)!





On 11.11.2021 at 11am, residents, staff and relatives held a one-minute silence to remember our fallen soldiers. On this day residents were also offered a book of stories about Australians in wartime captivity.

Residents are welcomed by Father Stephen on a monthly basis to attend a church service in the activity room followed by a social morning tea to follow.

Last residents meeting residents had a vote to have residents meetings held second monthly rather than monthly. Look out on the December calendar for the next meeting date.

We are in the process of organising a dinner and Christmas light tour on Friday 17<sup>th</sup> December. If you would like to partake in this activity, please let us know.

The Christmas raffle is now on display at reception. Please bring some change to buy a ticket. All proceeds go back into the activities for the residents.



We hope everyone has a happy and safe Christmas season and we look forward to the new year.

**YOU ARE NEVER TOO OLD TO SET ANOTHER GOAL  
OR TO DREAM A NEW DREAM**

Kind Regards,  
Tash, Linda, Easter and Rhiannon

## FOOD INFORMATION

This is a reminder for all family members to be aware of the procedures for bringing food from home or from outside of the facility. Any food brought in should be served to the resident at the correct temperature. This is if the food is to be served cold then it must be below 5 degrees or if the food is to be served hot then it must be over 60 degrees. Food served between these temperatures is classed as dangerous and can cause food poisoning. If food is to be stored in the fridge in the kitchenettes then it must be labelled with the supplied stickers with name and date. Any food kept in a resident's own fridge in bedroom will only need a use by date. This is requirement of the Australian Food Standards Code. Do not share the food you bring in with other residents. It is prohibited to provide other residents with food you have brought into the facility. When you bring food into an aged care facility for a relative or friend it is you and not the staff who take responsibility for its safety.

Residents wishing to keep extra food in their rooms are welcome to do so, but it must be kept in airtight containers and the container must be labelled with expiry date of the food or the date the item was cooked. Perishable foods must be kept in the refrigerator in marked containers with name of resident and the date the item was cooked or purchased. If the food is not dated it will be thrown out. This is a food safety, health requirement. A brochure regarding this regulation can be obtained from administration should you require more information.

**Food must be labelled. The label will be attached to the fridge. The information required is:**

**Name of resident**

**Food received from**

**Food description**

**Date received**

**Discard by**

**Do you cook and bring food to an elderly relative or friend in an aged care facility?**

This fact sheet has been kindly sponsored by Compass Group (Australia) as a service to aged care facilities.



It's really nice to show you care by cooking special favourite meals for the resident of an aged care facility - perhaps culturally specific food or a family favourite which is not normally available in that facility. But if you do, you really wouldn't want to make them sick, so there are some things you need to know. Our immune systems get weaker as we get older. Also our stomachs produce less acid which makes it easier for harmful germs to get through the digestive system and invade our bodies. If elderly people do get food poisoning, they are also likely to suffer more severe consequences. These can range from mild dehydration to neuromuscular dysfunction or even death. Older people also take longer than most of us to recover from food poisoning. There are some foods that pose a higher risk than others, particularly of passing on a Listeria infection which is dangerous for the elderly.

**What are the higher risk foods?**

Cold meats Cooked or uncooked, packaged or unpackaged e.g. roast beef, ham etc. Cold cooked chicken Purchased whole, portions, sliced or diced Pate Refrigerated pate, liverwurst or meat spreads Salads Pre-prepared or pre-packaged fruit, vegetables or salads e.g. from salad bars, retail



outlets etc. Chilled seafood Raw or smoked ready-to-eat e.g. oysters, sashimi or sushi, smoked salmon or trout, sandwich fillings, pre-cooked peeled prawns such as in prawn cocktails and salads Cheese Pre-packaged and delicatessen soft, semi soft and surface ripened cheeses e.g. brie, camembert, ricotta, feta and blue Ice cream Soft serve Other dairy products Unpasteurised dairy products e.g. raw goats milk, cheese or yoghurt made from raw milk For full details please refer to the pamphlet 'Listeria and food' on the FSANZ website, <http://www.foodstandards.gov.au/srcfiles/Listeria.pdf> Foods made with raw egg such as home-made egg mayonnaise, hollandaise sauce, uncooked cakes and desserts and eggnog can also be dangerous for the elderly.

The elderly person may also have special dietary requirements or restrictions of which you are unaware. Please check with the staff before providing food to an elderly resident.

### **What precautions should I take when preparing foods?**

There are no special rules for cooking for elderly people – you just need to be even fussier than normal. If you plan to take chilled or frozen food you have cooked yourself, make sure that the food is cooled quickly in your refrigerator: never at room temperature. Always wash your hands well under running water using soap and dry thoroughly before handling food. You can get information on preparing food safely from the fact sheet 'Protecting Tiny Tummies and Sensitive Systems' and other fact sheets on the Food Safety Information Council website, [www.foodsafety.asn.au](http://www.foodsafety.asn.au).

### **How can I transport food safely for an elderly person?**

You will need to transport your food to the aged care facility so take care that it is protected from contamination during transport and, if it is chilled food, it is kept cool or if you are taking it hot, you keep it hot during the journey. Food should be kept at 5 degrees Celsius or cooler or, for hot food, at 60 degrees Celsius or hotter. Between 5 and 60 degrees is known as the temperature danger zone because harmful bacteria multiply to dangerous levels in food when it is kept between these temperatures. Put cold food into a cooler with ice packs when travelling to visit your relative or friend. Don't pack food if it has just been cooked and is still warm. Coolers cannot cool food they can only keep cold food cool. Always cover pre-prepared foods securely and pre-chill them, for example, keep in the refrigerator overnight. Other perishable foods and drinks, such as deli products, cooked chicken and dairy products must also be cold when put in the cooler. Hot food is difficult to keep hot and is best avoided if you are travelling long distances. It is best to chill the food overnight and reheat it at the residence. If you must take hot food on a longer journey, an insulated jug, preheated with boiling water before being filled with the steaming hot food, can be used. If you are unsure whether the jug will keep the food above 60 degrees Celsius, try filling it with water at 90 degrees Celsius, seal and test the water temperature after the length of time you expect your journey to take. If it is still above 60 degrees then you can use the jug. You will need a food thermometer to do this test. If any perishable food you bring is not eaten immediately, make sure it is refrigerated before you leave.

### **Reheating food**

Different aged care facilities will have different rules about reheating food provided by friends or relatives. In some, staff will reheat the food, in others, staff are not permitted to do so. In some facilities, the elderly person can reheat the food themselves, in others the person providing the food must do the reheating. Check with the staff to find out the rules in that facility. Make sure that staff know that you have brought in food and ask them how to go about re-heating it. Food needs to be reheated to a minimum of 75 degrees Celsius or 70 degrees Celsius for two minutes to kill any bacteria or viruses that might be present in the food.

### **Reheating food in a microwave oven**

If you are reheating food in a microwave, you need to be especially careful that the food is heated evenly. Food heated in a microwave oven does not heat uniformly and unwanted germs may survive in portions of poorly heated food. Manufacturers recommend standing times to help alleviate the problem of uneven heating. Many microwaveable meal packs carry the instruction to stir the food part way through the cooking process. Items such as lasagne that can't be stirred should be allowed standing time to allow the whole product to reach a uniform temperature. How evenly the food will heat will also depend on the thickness of portions and on the composition and moisture content of the food. Frozen food needs to be completely thawed before reheating. If you are reheating a commercially prepared food, read and follow all the manufacturers' microwaving instructions.

### **Storage of the food you bring in**

If any perishable food you have provided is not eaten immediately, tell the staff and ask them about storing the food in a refrigerator. Some elderly people like to keep extra food in their rooms in drawers or bedside tables for eating later. While this is okay for shelf-stable foods like cakes, biscuits and chocolates, this can be very risky with perishable food such as cold meats, custard or cream filled cakes and cooked vegetables and meat dishes. Leaving perishable food in the temperature danger zone for too long before eating can result in food borne illness. Food which can cause food poisoning may not look or taste spoiled. Sometimes elderly people can also forget how long the food has been there. If you bring commercially prepared food make sure the elderly person is aware of any 'best before' or 'use by' date on the food. **Make sure you tell the staff if the elderly person has some perishable food in their room.**

### ***Remember:***

If you are cooking for an elderly person, please check the fact sheet 'Protecting Tiny Tummys and Sensitive Systems' under 'publications' on the Food Safety Information Council's website [www.foodsafety.asn.au](http://www.foodsafety.asn.au) for more information on preparing food safely.

### **Food Safety Information Council**

The Food Safety Information Council is a non-profit group with representatives of State and Federal governments, food industry and professional associations. Membership is open to any organisation with an interest in promoting safe food handling practices for consumers. We aim to reduce the over five million cases of food poisoning in Australia each year by educating consumers to handle food safely from the time it leaves the retailer until it appears on the plate. We organise Food Safety Week each November as part of our campaign to pass on simple messages to improve consumers' knowledge of how to handle, store and cook food safely. **For more information** Telephone Project Co-ordinator: 0407 626 688 (mobile)

Email: [info@foodsafety.asn.au](mailto:info@foodsafety.asn.au) Website: [www.foodsafety.asn.au](http://www.foodsafety.asn.au)

Relatives are able to order a lunch time meal. The price is \$5 and must be paid at Reception. The meal must be ordered two days before. Orders can be phoned into the facility on the facility number. If at any time the resident wishes to make a change to the meal preference or inform the kitchen of your dislikes, please see the Registered Nurse or Therapy staff to have the kitchen speak with you.



### The process for suggestions on improvements is as follows.

- 1) To make a suggestion or inform management of a problem an improvement log is completed.
- 2) The forms are located on iCare under Policies and Procedures. They are also located at Reception, in the Frangipani Internet Café and the Diversional Therapy team has forms for residents to complete.
- 3) Forms are completed and returned to the Residential Services Manager (RSM) office.
- 4) The suggestion or problem are reviewed and if urgent, acted on immediately.
- 5) A bi monthly meeting is held consisting of management to discuss improvement logs. The actions are discussed and if able evaluations made.
- 6) If evaluations are effective the improvement log is closed out.



### Facility Mechanism for Complaints

We would like to advise residents / relatives of the facilities mechanism for handling complaints.

- (a) We encourage residents/relatives to bring any concerns or complaints to the attention of the Nursing Manager or Administration. Relatives/Visitors **Do Not** take complaints to the RN or other nursing staff please. Follow the policy on making a complaint, if you are a relative or resident the procedure is different. A resident can make a complaint to the RN but visitors or relatives must make the complaint to the RSM/CM. The visitor or relative is able to make an appointment with these staff during working hours or make the complaint in writing. If the complaint is urgent and after hours then contact the Team Leader on duty who can phone the RSM/CM. Post or drop the written complaint under the managers locked door. Alternatively, you can also put it into the letter box at the front of the facility. Emails may also be sent to the following:

RSM (Residential Services Manager Bundaleer)	<a href="mailto:rsm@bundaleerlodge.com">rsm@bundaleerlodge.com</a>
RSM (Residential Services Manager Algester)	<a href="mailto:rsm@algesterlodge.com">rsm@algesterlodge.com</a>
Human Resources Officer	<a href="mailto:hr.bundaleer@bigpond.com">hr.bundaleer@bigpond.com</a>
Director	<a href="mailto:lmsd@bigpond.com.au">lmsd@bigpond.com.au</a>

- (b) All complaints are investigated and processed and the person advised of the outcome.
- (c) Each resident/relative has the right to exercise their right, provided it does not infringe on the rights of other people.

The mechanism for grievance and complaints is through:

- (1) Raising the issue at the resident committee meeting.
- (2) Advising the RSM or Administration.
- (3) Completing P256 Complaints Form or Continuous Improvement Form found at front reception or in the internet kiosk in Frangipani. Ask a staff member to show you where the forms are held and how to complete the form. The response to the problem will either be recorded in the Continuous Improvement Form or you may be spoken to directly, depending on the confidentiality of the complaint. The forms can be dropped into the suggestion box in the internet kiosk in Frangipani.
- (4) If after speaking to the RSM you are still not satisfied you can direct your problem/grievance/complaint to the Administrator or Director of the Nursing Home.
- (5) Residents/relatives should also be aware that they have the right to bring complaints to the Department. If the grievance/complaint cannot be solved or suitably attended to, you can make



a complaint to The Department of Health. A brochure outlining the Departments Complaints mechanism is given on admission and extra copies are located at reception.

(6) There address is as follow:

Aged Care Quality and Safety Commission  
G.P.O Box 9819  
Brisbane Qld 4001  
Tel: 1800 951 822

Log a complaint online at [www.agedcarequality.gov.au](http://www.agedcarequality.gov.au)

Every effort will be made by staff and management to solve grievances and complaints.

## LAUNDRY INFORMATION

It is important when new clothes or shoes are purchased, it is labelled with the residents name before using. This will ensure lost clothing items are minimized. Laundry Staff and Nursing Staff will automatically remove clothing which is worn, needs repair, is stained, or no longer fits. Relatives will be informed via phone that there is clothing in the office to be collected. If clothing is not collected within 2 weeks it will be placed in a Life Line Bin.

It is the responsibility of the relatives / guardians to ensure that there is an adequate supply of suitable clothing. All items are to be clearly marked using name tags sewn onto clothes or heat press machine labels. It is not permitted to use a marking pen to mark resident's clothes on a permanent basis. After numerous washes the name fades off and then the clothes are unnamed and become lost. **CLOTHING MUST HAVE SEWN LABELS OR HEAT PRESS MACHINE LABELS.**

Management can order cloth labels at a reasonable price if requested. The labels take approximately 1 week to arrive once ordered. The admin staff can arrange for the labels to be machine heat pressed onto the resident's clothes. If the admin staff are to organize the label application the clothing must be handed to the administration staff. There is a small cost and this covers labelling of all items of clothing and any additional items during the resident's stay until all the labels have been used. Please consult with administration staff, the Nursing Manager or management if you would like to order labels, and/or have labels heat pressed onto the resident's clothing.

Ensure that shoes and slippers are clearly marked as well as hats or beanies. If supplying a bedspread or knee rug have a label on to identify the item. All new articles of clothing purchased after admission must be labelled. Ensure relatives are aware of this especially when clothes are given as gifts. **NO WOOLEN CLOTHING TO BE SUPPLIED.**

1. It is recommended no woollen jumpers or woollen jackets be brought as clothing, due to the laundry washing and drying at very high temperatures, which causes the items to shrink.
2. The turnaround time for clothing to be returned from the laundry is approximately 4 days, it is important to ensure the resident has a sufficient number of clothing to cover this period.
3. Whilst all care is taken with washing and drying of residents clothing, the Management will take no responsibilities for the loss or damage of clothing.





## RESIDENT STORAGE INFORMATION

A reminder that when a resident leaves the Facility, their personal items will be held for 24 hours ONLY, due to lack of onsite storage. The Facility cannot offer longer storage options for residents' personal items. If the items have not been collected within 24 hours of permanent departure from the Facility, the items will be donated to a charity and a fee charged. No responsibility will be taken for the residents' personal items while awaiting pick up during the 24 hours; it is up to the resident or family members to ensure the security of these personal effects.

Residents and Relatives are reminded to ensure items are stored securely. There is a locked draw in every room, please use this for those items of importance or sentimental value. Should residents require even more security it may be advisable to purchase your own safe and move this into your room. Another alternative is to leave the items with relatives who can store them in a secure place. It is not advisable to leave precious items with residents in the secure unit. Residents in this unit may not be able to remember where they placed items of importance; they may even accidentally discard them. If you bring your own wheel chair or shower chair into the facility you must ensure the item is labelled with the residents' name, it is also useful for you to photograph any items owned by residents to ensure they can be identified if they go missing. If the items are stolen you can use

these photographs for the police report and your personal insurance claim if you have taken out insurance. Relatives should also check and clean all personal knickknacks and precious items every time they visit so they can be found quickly if they are missing. The Facility cleaners do not clean/dust personal items brought into the facility. If you notice any residents' equipment missing let the RSM and all your relatives know, in case one relative has taken home items for safe keeping and others do not know. If the item continues to be missing let the RSM know so the police can be informed as soon as possible. The nursing home takes no responsibility for lost personal property.



## RESIDENT PERSONAL ITEMS CLEANING

It is important to remember that the electric razors do require professional cleaning and replacement of cutting blades every 6 months. This is the resident's responsibility. A resident refrigerator in the resident's room must be kept clean and all food discarded if not labelled or in date. This is the responsibility of the resident or resident's family. The staff of the Facility will not clean these refrigerators. All other personal furniture and knickknacks brought into the facility are the responsibility of the resident or resident's family to dust and keep clean. The Facility cleaners do not clean or dust personal items brought into the facility. If you need assistance getting a cleaner for these personal items please ask the RSM (Residential Services Manager) and a cleaner can be organized and billed to the resident. If you want our cleaner to clean behind resident's personal furniture then the resident or resident's family must organize the moving of the furniture and have booked a time with the RSM for our cleaners to clean behind these items. The RSM can also assist to organize movers to move the furniture and the cost billed to the resident.

