



South Liverpool Service User Guide



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1. Welcome to Apollo Care

This booklet will provide you with information about our company, what to expect from us and the services we provide.

Apollo Care was established in 2011 by Cheryl White, a District Nurse, in response to the poor quality of care she had witnessed while providing nursing care to patients in their own homes. Her aim was to improve the quality of care for people living in their own homes by establishing a home care company that focussed on individual care needs.

Apollo is a domiciliary care agency that will:

“Provide individualised holistic care to individuals in the community who wish to remain living at home”

By providing care, support and advice, we enable our service users to remain as independent and self-caring as possible. We will provide assistance on an individual basis following a detailed, person centred care plan, our service users can expect an excellent service provided by trained care staff.

“We promise to provide person centred, holistic care to individuals living in their own homes.”



Apollo Care is compliant with Care Quality Commission standards and follows the **KEY LINES OF ENQUIRY** that our care teams are inspected and regulated against.

There are 5 questions that are asked of all care services. They are at the heart of everything we do and help us to make sure that we focus on the things that matter to people who use our service.

The 5 Questions

Are we safe?

You are protected from abuse and avoidable harm.

Are we effective?

Your care, treatment and support achieves good outcomes, helps you to maintain quality of life and is based on the best available evidence.

Are we caring?

Staff involve and treat you with compassion, kindness, dignity and respect.

Are we responsive to people's needs?

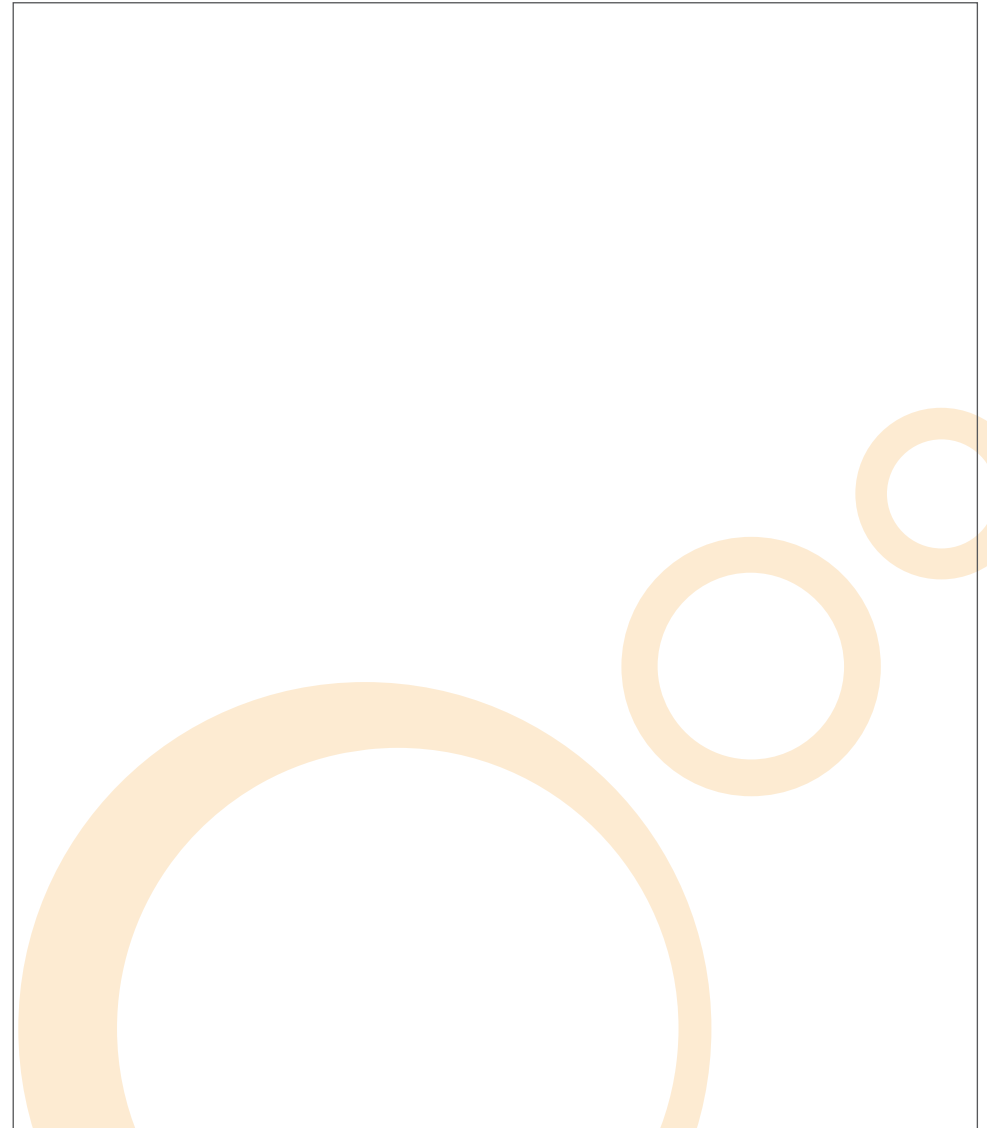
Services are organised so they meet your individual needs.

Are we well led?

The leadership, management and governance of the organisation make sure we provide high quality care that is based around your individual needs, that we encourage learning and innovation, and that we promote an open and fair culture.

What do you expect from our service?

What would your ideal outcome be and how can Apollo help you to achieve this?



2. Meet Our Team

Paul and Diana

We are Paul and Diana, a father and daughter partnership who have one mutual goal - to improve the quality of care within South Liverpool. "In my 40 years of working in health and social care I have found that the most important thing, but something that is often ignored is LISTENING to the client. With listening to the client it enables them to remain in control of their lives and be seen as a person not just a condition. This is what we want for all our clients," says Paul.

Diana has a passion for individuals to be able to have a high quality of support to enable them to remain living at home.

Marie White - Lead Co-Ordinator

Marie has worked for Apollo for just over 2 years and as well as giving support to clients; Marie is responsible for completing and overseeing staff rotas. Marie has worked in care for a number of years and is always willing to go the extra mile, supporting both clients and management team.

Keri Moore - Co-Ordinator

Keri has worked at Apollo for nearly 2 years and has dual role as support worker, and coordinator. Keri over the short period she has worked at Apollo has developed her care skills and new skills in her coordinator role.

Nicola Hughes – Client Support Officer

Nicola has worked in care for the last 10 years and has many qualities that make her ideal for her role as client support officer. Nicola is responsible for completing client reviews and dealing with any client concerns. As well as her senior role Nicola gives day to day support to clients.

Karen Hellack - Staff Well-Being Officer

Karen has worked at Apollo for 2 years and from her starting role as support worker, has now been promoted to staff well-being and support officer. Karen is still actively involved in supporting clients as well as giving support to members of the care team if they are having any work related issues.

Tracie Hughes - Finance and HR Officer

Tracie has worked for Apollo for just over 2 years and in her dual role supports clients within their own homes, also Tracie supports the team with administration duties and ensuring that client surveys are completed. Tracie has worked in the health and social care field for the last 10 years.

Stefan Hardman - Co-Ordinator

Stefan is the newest member to the team, taking up the role of co-ordinator. Stefan has experience of caring for a number of family members and has a very caring nature. Stefan has a very caring nature and great communication skills. As well as carrying out his role as coordinator Stefan will also be supporting clients.

3. Our Services

Services We Provide

Apollo Care provides several services to meet the needs of service users and their families. These include:

- Personal care
- Assistance with prescribed medication
- Meal preparation
- Housework/house keeping
- Companionship/outings
- Shopping
- 24-hour care
- Respite service



Services We Don't Provide

- Wound care
- Dressings
- Provision of continence aids
- Physiotherapy

Although we do not provide the above services, we can put you in touch with the appropriate agencies if required.

4. Recruitment Process

Care Staff Recruitment

Apollo Care has a robust recruitment policy. You can be confident that your service will be delivered by care staff who have undergone rigorous pre-employment checks, including:

- All applicants must complete an application form detailing previous employment.
- Interview by Apollo Care managers
- Reference checking: we request a reference from the applicant's previous employer and require at least 2 satisfactory references before employment can commence.
- Character references
- Enhanced disclosure from the DBS, commonly known as a police check.

Care Staff Induction

All successful applicants must complete a 12-week induction programme within their team, suitable to the role they have applied for.

The Induction process includes:

- Completion of care certificate training
- On the job "shadow shifts"
- Introduction to service users
- Regular management supervisions
- Specialist training if required



5. Delivery of your Care

Apollo Care follows the 7 core principles of dignity when providing care to service users.

Principle 1: Value the uniqueness of every individual.

Principle 2: Uphold the responsibility to shape care and support services around each individual.

Principle 3: Value communicating with individuals in ways that are meaningful to them.

Principle 4: Recognise and respect how an individual's dignity may be affected when supported with their personal care.

Principle 5: Recognise that an individual's surroundings and environments are important to their sense of dignity.

Principle 6: Value workplace cultures that actively promote the dignity of everybody.

Principle 7: Recognise the need to challenge care that may reduce the dignity of the individual.



Following initial referral, a manager from Apollo Care will visit you at home.

A full assessment of your individual care needs will be carried out, your cooperation is vital! We will need to find out as much as we can about you, to provide you with a service that suits you perfectly.

The manager will also carry out a risk assessment to ensure work can be carried out safely in your home. Don't worry! Again, this is done with your cooperation and everything will be fully explained.

Our team of care staff are fully trained to provide the best care possible. They will record and monitor your needs at each visit and report any changes or concerns to their line manager.

YOU are at the very heart of everything we do.

6. Our Better Life Services

Happiness & Wellbeing

We know that being healthy & happy is extremely important for people as they grow older. This service ensures your health & happiness are a priority to enhance your wellbeing, by delivering a service that includes social outings, home cooked meals and much more.

Comfort, Safety & Care

Deciding that either you or a loved one needs care can be an emotional time. We understand this and take time to ensure our clients feel comfortable, safe and cared for. This service is for people needing a little support in their day to day living.

Dignity & Support

We are passionate about providing dignity and support to our clients and their families with more complex care needs. We know this can be an extremely difficult time emotionally and we provide families and their loved ones with dignity and support every step of the way.



Support & Tech

Not everyone wants home visits – Some people want to feel independent and live their lives as normal. We want to empower you to carry out your daily routines as you've always done, while offering some peace of mind to loved ones. The Support and Tech package includes a motion sensor to check you're safe, a hydration sensor to make sure you're drinking enough and a door sensor to alert family members as to anything unusual. This means we can make sure you're okay and helps family members feel less anxious about you being on your own.

7. Standards that Service Users Can Expect

We promise to:

- Always promote your independence
- Treat you as an individual
- Maintain your dignity and respect
- Respect your right to privacy, confidentiality and equal opportunity
- Show respect for your home and personal belongings
- Deliver a person-centred care package to suit your needs
- Arrive to deliver your care on time (within a 15-minute window time frame)

Quality Assurance

At Apollo Care, we want to provide you with the best possible service that we can. Your needs will be continually reassessed and we welcome feedback from you and your family members.

Our focus is **PERSON CENTRED CARE** and we encourage you to be actively involved in your care planning, implementation and review.

We have a 24 hour “live” feedback form on our website that you can use to leave any comments, good or bad, that you wish us to know about. We love to hear from you! There is also a direct link to leave your feedback on the CQC website, this then helps towards our annual inspections. Your opinion really does matter so tell us what you think.

8. Our Procedures

Handling Your Money

Any financial transactions that take place must be identified in your care plan. This may include:

- Shopping
- Paying of bills
- Collection of pensions
- Bank transactions

Bequest in Wills

Employees of Apollo Care are not allowed to act as witness on wills or any other legal documents concerning a service user.

Manual Handling

Our care teams are trained in all aspects of manual handling. We do have a very strict minimal lifting policy to protect both staff and service users from injury. If equipment for manual handling is required, our staff will be able to use it when it has been risk assessed and provided by a member of the multi-disciplinary team.

Confidentiality

Information that is provided by you will be treated with respect and will be treated as highly confidential. Apollo care is fully compliant with GDPR and any information we hold will be managed within the law.

Medication

All staff are trained in the management of service user medication and administration. We can assist with prescribed medication and some homely remedies as required. Blister packs are our preferred choice of administration, but short-term medication can be given from original pack.

Complaints and Compliments

We hope that you will be satisfied with the care you receive from Apollo Care, but should there be any matter which you feel requires attention, we ask that you first bring it to the attention of your care assistant. Often worries are only due to misunderstandings and can be dealt with there and then.

However, should you feel dissatisfied please contact the Apollo Care office on 0151 645 9411 and a member of our office team will be pleased to help in any way possible. If you wish you may ask a friend or relative to do this on your behalf.

A member of the office team will fully investigate your concerns and let you have a reply as soon as possible, always within a maximum of 28 days. However, if you are not satisfied with the outcome of your complaint you can bring the matter to the attention of the managing director;

Paul Williams - Care Manager
0151 727 7937 or
07939019509
p.williams@apollocare.co.uk

Apollo Care (South Liverpool)
236 Smithdown Road,
Wavertree, Liverpool,
Merseyside, L15 5UH

9. Terms & Conditions

Payment

Payment for services provided will be itemised on an Apollo Care invoice and issued on a monthly basis. Each visit will be listed along with the individual charge for each visit. Fees are due for payment within 7 days of receipt of our invoice. Cash payments must not be given to care staff, all payments should be forwarded to your Apollo management team.

Equipment

Apollo Care will provide all PPE equipment (such as gloves and aprons), that is required to carry out care activities as agreed. Other agencies will provide and maintain other necessary equipment such as hoists, commodes, pressure equipment etc. Cleaning equipment must be provided by the service user.

Equal Opportunitites

Apollo Care aims to satisfy the needs of service users and staff by providing equal opportunities, irrespective of age, sex, marital status, race, disability or sexuality.

Insurance

Apollo Care holds full insurance cover by a specialist care insurance company.



Cancellation

If you wish to cancel a booked visit, we will require 3 days' notice. Failing to provide notice will result in full payment for the visit expected. If you wish to cancel your care package, we will require 28 days' notice, in writing, to the manager at the office address.

10. Hours of Operation

Office hours 9am to 5pm contact number 0151 727 7937

Out of office 5pm to 9am contact number 07518121203

Care Manager contact number 07939019509

Our office is
located at:

236 Smithdown Road,
Wavertree, Liverpool,
Merseyside,
L15 5UH

0151 727 7937



11. Useful Links & Community Contacts

Adult Social Services Care Line

Tel: 0151 233 3800

Alzheimer's Society Liverpool

Tel: 0151 298 2444

Brain Charity Liverpool

Tel: 0151 298 2999

Greenbank Centre Liverpool

Tel: 0151 733 7255

Merseyside Society for Deaf People

Tel: 0151 228 0888

Liverpool Parkinson's Support

Tel: 0844 225 3654

MS Society

Tel: 0808 800 8000

Age Concern Liverpool

Tel: 0151 330 5678

Hours: 9am - 4pm

Citizen's Advice Liverpool

Tel: 0344 848 7700

Bereavement Support Liverpool

Tel: 0151 236 3932



www.apollocare.co.uk

