

Andover Newsletter

June 2013

From all the team at Andover

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In February this year, Andover celebrated 13 years in the industry. The reason we survive is due to the pride we take in our service provision which is considered among the highest in the field.

Our high service levels and standards in the main come from good quality, conscientious, caring, reliable and trained staff and we would like to thank you for your contribution to this.

We are extremely proud of our business and what we have achieved this far. We are continuing to drive forward and strive for higher standards and greater excellence.

We hope you will come along with us.

RGNs – urgently required

Andover has always supplied RGN nurses but has traditionally been known more for its mental health service provision in the field.

However, we are constantly being asked for more and more RGN nurses in all areas of South Wales and in all settings, private and public. If you know of anyone who may be interested in joining our bank, please ask them to call us for a chat and more information.

If you are currently working for Andover, please use the referral coupon sent with this newsletter and earn yourself £25.00 for each referral you recommend – more information on page 3.

***We are what
we repeatedly
do.
Excellence,
therefore, is
not an act but
a habit.
(Aristotle)***

Important - need to know information

Break Times

All breaks are to be identified on your timesheets. If you are unable to take your break, please identify this on the timesheet and get sign off by the nurse in charge.

Correct Uniforms in the correct settings

Please ensure that you wear the correct uniform at all times. There are to be no jeans or trainers worn. Please wear a polo shirt and black trousers in care homes and scrubs in hospital settings.

DBS

The 'update' service is to be launched soon. This new service allows the DBS certificate to be portable from one job to another as long as individuals keep it up to date via an online service. Individuals will need to subscribe annually (for a small fee) to benefit for the update service. As and when we receive further information we will filter through to you. The DBS announced earlier this year that some convictions (not all) will be removed according to the age and type of offence. If you are concerned at all or have any queries in relation to your DBS, please talk to Sarah in the office or visit: www.gov.uk/db for more information.

Incident forms

Incident forms are sent out to you weekly with timesheets. In the event of an incident at work, please contact Dawn Chivers or the Andover on call. Complete an incident form and return it to the office immediately for the attention of Dawn Chivers.

Induction forms

Induction forms are to be completed by the nurse in charge at each new placement. Please return them to the Andover office. IN the event you are not happy with your induction, please contact the Andover office or the on call immediately.

RCN – indemnity cover for registered nurses

Please ensure that as a registered nurse you belong to a Union to ensure adequate indemnity cover. The RCN can cover you for up to £3m pounds against claims of clinical negligence. Benefits of membership include:

- **Advice & support**
- **Learning & development** (it has one of the largest resource libraries in Europe)
- **Discounts**
- **Membership payment plans**
- **Tax relief advice**



Hep B protocols and 5 year one off booster: There have been some changes regarding Hepatitis B immunisation. Latest guidelines state that you are required to have 1 injection only. In the event you have a needle stick injury, you must ensure bloods are taken to check your titre levels. At that point you may require additional treatment.

Recruitment opportunities



WE WANT YOU!

We are always keen to welcome back previous Andover agency staff.

If you are interested in re-registering with us, please call the office on: 01685 884762 or email: Sarah@andovernursing.co.uk and we will be happy to send you an up to date application pack.

Do you live in the Gwent and Swansea areas?

We are particularly keen to recruit staff to cover the Gwent and Swansea areas.

We have a high volume of shifts in these areas on a weekly basis and welcome applications from suitably experienced care support workers and qualified nurses.

Refer a friend and receive £25.00 from us.

We are introducing a 'refer a friend' scheme from July 1st. If you are currently working for us and refer a friend or family member to us and they join the Agency, you will get a £25.00 bonus in your pay packet on completion of their first shift with Andover.

Please find enclosed with this newsletter a referral cheque. Please write your name and the name of the person you are referring on the cheque (with their consent) and we will do the rest. We will be sending out more cheques with payslips and timesheets also but you heard it here first. If you need more, let us know!



Speedier news – if you want to be kept up to date with any information, news, events and training, please give us your email address. We will add you to our database for email alerts for news as it happens!



Save the Date!
Open Day at Andover
& raising funds for MacMillan
Friday 27th September

We are holding an Open Day/Coffee morning at the office to raise awareness of Andover and raise some funds for MacMillan in the process, who as we all know do fantastic work. More details will be available nearer the time and we hope you will join us.

Payroll information

Timesheets - please ensure timesheets are sent in by mid-day on Tuesday each week to ensure prompt payment.

Holiday pay – Teresa requires 2 working weeks to analyse and pay holiday pay requested

Training opportunities – dates for the diary

We will monitor your training requirements and expiry dates but please be mindful that you have a duty under your code of conduct to advise us if you think your training in any specific area is due to expire.

June	<p><i>DVD Refresher Training</i> <i>Manual Handling All Wales Passport Scheme</i> <i>Catheter Care and Dietary Nutrition</i> <i>Autism training</i> <i>Induction Day – 28 June</i></p>
July	<p><i>DVD Refresher Training</i> <i>First Aid Training</i> <i>Record Keeping and Communication</i></p>
August	<p><i>DVD Refresher Training</i> <i>Management of Violence and Aggression</i> <i>Observations Training</i></p>
September	<p><i>DVD Refresher Training</i> <i>Manual Handling All Wales Passport Scheme</i> <i>Record Keeping and Communication</i></p>
October	<p><i>DVD Refresher Training</i> <i>First Aid Training</i> <i>Observations Training</i></p>
November	<p><i>DVD Refresher Training</i> <i>Management of Violence and Aggression</i> <i>Catheter Care and Dietary Nutrition</i></p>
December	<p><i>DVD Refresher Training</i> <i>Manual Handling All Wales Passport Scheme</i></p>

DVD Training and Induction Training include – SOVA/POVA, Infection Control, Fire Awareness, Health and Safety, Complaints Handling, Lone Worker Policy, DOLS, Equality and Diversity, Child Protection, Mental Capacity Act, Mental Health Act, Riddor, role of the care worker, death and dying.

Note: Unfortunately, due to cancellations by staff of Obs and/or Induction training, we now charge for this training if you do not attend, once you have agreed to attend. I am sure you understand that non-attendance causes inconvenience on the trainer, the office admin process and other staff who may have wished to have taken the place.

**Contact: Andover Nursing Services,
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