

***Shoreham
Village***

***Resident
Handbook***

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HISTORY OF SHOREHAM VILLAGE

Shoreham Village Senior Citizens Association was founded by a group of local citizens in 1974 as a non-profit organization and is governed by a volunteer board of directors. Shoreham Village is located on Highway 3 in Chester and consists of some 14 acres with grounds that provide a beautiful and secure quiet setting for residents of the campus. The campus consists of the home for the aged, and independent living seniors' apartments.

MISSION STATEMENT

Shoreham Village supports and encourages resident dignity, individuality and independence in a safe, caring environment.

VALUES

Shoreham Village believes that all of us should be governed by certain values. These values will enhance the quality of life of our residents and the quality of our relationships with other employees, residents' family members, volunteers and visitors.

Respect:

Shoreham Village is dedicated to provide excellent care and service to the residents, with compassion and respect for each individual, to fulfill his or her physical, emotional, spiritual and psychological needs.

Organizational Support:

Shoreham Village is committed to provide leadership in services to residents and excellence in long term care. Resident-centered care has been adopted as a model of care and Shoreham Village embraces resident individualism and choice as key components of this philosophy.

Safety:

Shoreham Village is dedicated to provide a safe and secure environment and is committed to ensure that all safety regulations and procedures are followed and that issues are addressed quickly.

Communication:

Shoreham Village views good communication as an essential component of providing resident-centered quality care and service and fostering teamwork to accomplish organizational goals.

Teamwork:

Shoreham Village views teamwork as a multidisciplinary approach to care. This type of care links staff, family, other health care providers, volunteers, community members and groups in providing holistic care to the residents.

Fiscal Responsibility

Shoreham Village is committed to provide care and services within its fiscal reality.

Resident-Centered Care

Resident-Centered Care is a process that places the resident at the centre of our collaborative healthcare team and supports the residents' strengths, capabilities, needs, values, culture and choices.

ADMISSION TO THE NURSING HOME

All admissions to the nursing home are arranged by Department of Health - Continuing Care Branch. Continuing Care serves people who need ongoing care outside of the hospital, either on a long-term or short-term basis.

The number to call toll-free in Nova Scotia to connect with Continuing Care services is **1 (800) 225-7225**.

Out of province callers, please call 1 (902) 424-4288.

This number operates every day, including weekends, from 8:30 a.m. to 4:30 p.m.

There is someone at that number to help you identify your needs for care and the services.

The Protection for Persons in Care Act

The Protection for Persons in Care Act is an extra safeguard for patients or residents 16 years of age or older receiving care from Nova Scotia's hospitals, residential care facilities, nursing homes, homes for the aged or disabled persons under the Homes for Special Care Act, or group homes or residential centers under the Children and Family Services Act. The Act requires facility administrators and service providers (includes staff and volunteers) to promptly report all allegations or instances of abuse. Anyone else may also report abuse under the act. Under this act, abuse may include physical, psychological, emotional, sexual, neglect, theft, or medication abuse.

If you believe someone is in immediate danger, first take steps to ensure the person's safety. To report abuse, call 1 (800) 225-7225. After a report is received, an initial inquiry will be done to determine if a more extensive investigation is required. If so, an investigator is assigned to conduct a formal investigation. The investigator must develop a report with conclusions, and there may be recommendations that require follow up. Under the act no adverse employment or other action can be taken against someone who makes a report in good faith. It is an offense under the act to knowingly make a false report.

VISITING HOURS

Family and friends are encouraged to visit as often as they would like and play an active role in their loved one's life at Shoreham. Whenever possible, residents are encouraged to go on visits with friends and families, whether for a few hours or overnight.

Visiting hours are not restricted; however, visitors are asked to respect the privacy of residents. Quiet Hour is from 1:00 p.m. to 2:00 p.m. and visitors are asked to leave the building by 9:00 p.m. Visitors are welcome to have a meal with their loved one. We ask that visitors notify the Dietary staff as soon as possible for meal preparation. Meal tickets can be purchased at the Business Office.

SHELLFISH ALLERGIES

This is a reminder that we have staff with severe shellfish allergies. If you are bringing in shellfish for your loved one, we would ask that you stay with them while they enjoy it. Shellfish should be heated and eaten in the OT Room (located close to Business Office).

SCENT/LATEX

There are a number of residents and staff who have respiratory problems and / or are very sensitive to strong odors. Therefore, we request that visitors refrain from wearing perfumes, colognes and / or hair spray.

Some latex products can also cause allergy attacks. Latex balloons cause a problem. Please use foil / Mylar balloons instead.

RESIDENT SIGN-OUT SHEETS

All family and friends who wish to take a resident on an outing must complete a form at the nursing station accepting responsibility for the resident. If the resident requires medication while on pass, a signature is also required indicating that you have received the medication(s) and have been informed as to the dosage and time(s) of administration.

ALCOHOL

Alcohol is permitted only in consultation with the Physician.

SMOKING

Residents may smoke only in the designated outside smoking area. Residents who are considered unsafe to smoke alone will not be able to smoke and their physician will be consulted regarding ordering a smoking cessation product. Staff will not be responsible to accompany residents to the smoking area or assist residents with smoking.

PLANTS

Toxic plants are not permitted. Examples are Oleander, Dumb Canes (Dieffenbachia), Elephant's Ear (Alocasia, Colocasia), Caladiums, and Azaleas. Highly scented plants and flowers are not permitted because of resident and staff respiratory sensitivities. Some examples include Easter Lilies, Lilacs, Hyacinths, and Geraniums. Some acceptable alternatives are Christmas Cactus, Chrysanthemums, and African Violets. Poinsettias are not permitted on C-Wing or around residents with dementia.

Only small artificial Christmas trees are permitted in resident rooms.

FURNITURE

Due to lack of space and safety issues, furniture and equipment should be kept to a minimum. We suggest a resident bring only a television, a radio, and a chair. All furniture and equipment must be checked by staff before being placed in the resident's room. No mats, mist machines, electric heating pads or kettles are allowed. Any electronic items must be pre-approved by maintenance.

TELEPHONE AND TELEVISION

Televisions are located in the main lounge and in the resident wing lounges. Resident rooms are equipped with Cable T.V. Any resident who wishes to have this service must contact the Business Office. A monthly fee is required for this service.

We have a TV with a DVD and VCR available for everyone's use on each wing. We also have a music system available on each wing for everyone's use as well.

Personal telephones may be connected in resident rooms. The resident or family member must arrange for this service. Installation and monthly costs of a personal telephone are the responsibility of the resident.

PETS

Shoreham Village believes that pets are therapeutic and can be enjoyed by many residents; that is why we have St John's Ambulance approved therapy dogs. Dogs must be pre-approved by the Administrator before being allowed to visit the Home.

All dogs must be kept on a leash at all times when on Shoreham Village campus.

BUSINESS OFFICE HOURS

Hours of operation are:

Monday to Friday, from 8:00 am to 4:00 pm, with the exception of holidays.

The office is closed for lunch from 12:30 pm to 1:00 pm.

NEWSPAPER

It is the Home's policy that all newspaper subscriptions be directed to the Director of Recreation Services.

Newspapers are delivered Monday through Sunday for residents who would like this service.

Please inform the Director of Recreation Services of the following information:

1. Account number and expiry date.
2. Whether the paper is being transferred from another location.
3. Whether a three-month, six-month or yearly subscription is wanted.
4. How payment is to be made.

MAIL

Mail delivery is made available five days a week.

A mail slot is provided at the Business Office for the residents' outgoing mail.

Stamps are available at the Recreation Office. Mail for residents should be addressed to:

(Name of Resident)
Shoreham Village Senior Citizens Association
50 Shoreham Village Crescent
RR#1
CHESTER, NS
B0J 1J0

PERSONAL CLOTHING

Clothing needs are evaluated twice yearly (Spring and Fall) and are ordered by the Seamstress, as recommended by residents, family and staff.

Storage space is not available at Shoreham Village. It is mandatory that residents and / or families make alternate arrangements to store out-of-season clothing, extra luggage and other personal effects.

The following is a suggested list of clothing needs:

Male	Female
<u>Personal Care Needs</u> 1 to 2 Housecoats 1 to 2 Pairs of Slippers 1 Pair of Shoes (rubber soles) or Sneakers 6 Pairs of Underwear (tops and bottoms) 4 Shirts 4 Pants 1 Pair of Gloves 1 Pair of Boots 1 Jacket 1 Sun Hat 2 Sweaters 2 to 3 Pairs of Pajamas 6 Pairs of Socks (non-elastic) 1 Electric Razor	<u>Personal Care Needs</u> 1 to 2 Housecoats 1 to 2 Pairs of Slippers 1 Pair of Shoes (rubber soles) or Sneakers 3 to 4 Nightgowns 4 Blouses 4 Pants 3 to 4 Pairs of Stockings (stay-ups) or Socks (loose fitting) 1 Pair of Boots 1 Jacket 1 Sun Hat 3 to 4 Brassieres 3 Slips 3 - 4 Dresses 6 Pairs of Underwear 1 Pair of Gloves 2 to 3 Cardigans

SUGGESTION BOXES

Suggestion boxes are located at the front entrance of the Home and at the Nurses' Station. Please offer any suggestions that may help to improve our Home.

ROOM CHANGES

Although we try to avoid moving residents, circumstances may arise that make a room change necessary. Decisions to move residents are made by the Health Care Team. The resident, next-of kin and / or substitute decision maker will be informed of the decision.

FIRE SAFETY

Shoreham Village is on one floor with a number of emergency exits. The building has a sprinkler system and smoke and / or heat detectors in all rooms and areas of the building. An updated fire plan is in place and the staff is trained in emergency procedures.

Fire drills are held monthly.

In the event of a fire or other emergency while you are visiting a resident(s), remain where you are until given instructions by a staff member.

AREAS TO SOCIALIZE

You can visit with families in the:

- Occupational Therapy Room
This room is equipped with a full kitchen and is available to book for birthday parties, family gatherings, etc.;
- Quiet/ Chapel Room;
- Lounges on each Unit
Each Unit has its own deck;
- The Main Lounge area.
- There is also a lovely Deck at the Front Entrance.
- There is a Gazebo in the Lions Club Park in front of the Home.

RESIDENT RIGHTS

1. Residents have the right to privacy and to communicate and / or visit with the persons of their choice, and to have care and / or treatment given in the absence of persons they do not wish to be present.
2. Residents have the right to be treated with dignity and respect at all times.
3. Residents have the right to be as independent as possible and to be given the freedom to function to the maximum of their potential.
4. Residents have the right to a protective and comfortable environment.
5. Residents have the right to individual consideration of their needs, including physical, psychological, social, and spiritual needs.
6. Residents have the right to their own religious beliefs and cultural preferences.
7. Residents have the right to be involved in decisions regarding their care, including the information required to make those decisions.
8. Residents have the right to expect strict confidentiality of information regarding their health and personal records.
9. Residents have the right to family / staff advocacy.
10. Residents have the right to make choices in as many areas of their lives as possible, as long as those choices cause no harm to themselves or others.

HEALTH CARE

ALZHEIMER UNIT

Shoreham Village has a sixteen-bed Alzheimer Unit. The unit consists of six double rooms and four single rooms. The entrance to the Unit is locked to provide safety for those residents who may wander.

Residents with Alzheimer Disease and other types of dementia live on the unit.

The residents enjoy the large Garden View Lounge and dining area for meals and activities. A large deck and wandering garden are easily accessed from the Unit.

Continuing Care Assistants working on the Unit have taken the Alzheimer and Related Dementia Care Course. Past routines of the residents are taken into consideration when developing individual care plans.

The Recreation Department and a Continuing Care Assistant provide activities specific to residents with dementia.

When it has been determined that a resident does not meet the criteria for the Unit, e.g. their condition has deteriorated to the point that they require the mechanical lift for transfers, or they do not benefit from the Unit's programs, they may be transferred to another Unit.

ADVANCED HEALTH CARE DIRECTIVE

Advance Health Care Directives are instructions given by a competent individual detailing what and / or how health care decisions should be determined in the event that at some time in the future, the individual named in the directive is unable to make such decisions.

Shoreham Village supports the use of Advance Directives. Residents who do not have an Advance Directive in place on admission will be offered assistance to complete one. It is encouraged that the Advance Directive Form be completed before admission to Shoreham Village, so that the health care team is made aware of the resident's wishes regarding future health care and therefore, can be able to respectfully support them.

CARDIOPULMONARY RESUSCITATION (CPR) POLICY

CPR is not a routine treatment option at Shoreham Village. The majority of our resident population is comprised of frail elderly and individuals with multiple health concerns, which would deter from CPR being a reasonable treatment option within the standard of care for this population.

It is the objective of Shoreham Village to offer excellent supportive care to all residents and to respect their individual choices. We appreciate that there will be instances when a resident, because of religious or philosophical beliefs, will request that CPR be performed. In these instances CPR will be initiated only if the cardiac arrest is witnessed and unexpected. A concurrent call to Emergency Medical Services (911) will be placed by the Registered Nurse or designate, and the resident will be transferred to a hospital for assessment and treatment.

All residents who do not wish to receive CPR must have an order written by their physician. Discussion about resuscitation interventions should ideally take place well before it is necessary. Therefore, these discussions will begin during the admission process. If a written "Do Not Resuscitate" order is already in place, a Registered Nurse will review it to ensure that it conforms to our policy.

SPECIALIZED EQUIPMENT PROGRAM

Equipment such as special mattresses, beds, wheelchairs, customized walkers, lifts, etc., are available through the Red Cross Equipment Program.

Approved residents may be required to pay a monthly fee based on income. The amount of the monthly fee is based on the resident's income, as well as the type and quantity of equipment. The items are the property of the Red Cross and will be returned to the Red Cross when no longer required by the resident.

MEDICAL APPOINTMENTS

At times, physicians recommend medical appointments at outside health care facilities. Shoreham staff schedule the appointments and make transportation arrangements. Payment for transportation and staff to accompany the resident is the responsibility of the resident or next-of-kin.

Families are encouraged to take or accompany their loved one to appointments whenever possible.

MEDICAL SERVICES

Several physicians in the community and surrounding area are available to provide medical coverage for our residents.

Residents may indicate their preference for a particular physician, and the Registered Nurse will approach the physician. A resident or next-of-kin may change their physician at any time. If this decision is made, we ask that the resident and / or family notify the physician.

The physicians do not make regular visits, but are contacted at the discretion of the Registered Nurses.

Dr. Karen Cox is the Medical Director.

MEDICATIONS

All medications administered to residents must be ordered by a physician. Medications are administered by Licensed Practical Nurses and Registered Nurses.

Residents and / or families must consult with nursing staff regarding the use of over-the-counter drugs.

Residents and / or families are required to pay for prescription drugs that are not covered by the Nova Scotia Pharmacare Program.

POLICY OF LEAST RESTRAINT

The staff of Shoreham Village is dedicated to the provision of quality resident care. We strive to provide a safe environment that maintains and promotes the individual's right to dignity, respect, and independence. Although we accept the responsibility to identify potential risks, we believe it is essential that residents be permitted to make the choice to take the risks of everyday life. Therefore we have adopted a policy of "least restraint".

NURSING SERVICES

The nursing staff of Shoreham Village consists of the Director of Care, Registered Nurses, Licensed Practical Nurses, Continuing Care Assistants, and Personal Care Workers. The nursing staff is committed to providing excellent care to the residents. Staff care for residents with dignity and respect, and encourage independence. Emphasis is placed on caring for the resident holistically, i.e. physically, psychologically, socially and spiritually.

Families are encouraged to call the Registered Nurses at any time to discuss care issues.

Concerns about resident care should be discussed with the Director of Care immediately.

OCCUPATIONAL THERAPY AND PHYSIOTHERAPY CENTRE

An Occupational Therapist visits weekly to assess residents who have disabilities which impact their activities of daily living.

The Occupational Therapist recommends and implements appropriate programs and equipment that will improve the resident's independence and quality of life.

A Physiotherapist visits weekly to assess residents who may need interventions to improve or maintain their mobility and independence.

A Physiotherapy Assistant is available on weekdays to implement the recommendations of the Physiotherapist.

CARE CONFERENCES

Care Conferences are an avenue by which concerns of the resident, family, and staff can be addressed, and all aspects of the resident's care are discussed.

The goal of the Care Conference is to improve the resident's quality of life.

Care Conferences are held every Wednesday morning from 10 a.m. to 11 a.m. in the Training Room. Thirty minutes is allotted per resident. The initial Care Conference is held approximately six weeks after the resident is admitted, then yearly thereafter. The Pharmacist, Dietician, Registered Nurse, resident, family and a representative from each department attend the conference. The Occupational Therapist, Physiotherapist, and the Physiotherapy Assistant attend when their input is required.

DIETITIAN

A Registered Dietitian is on staff at Shoreham Village to oversee the nutritional health of our residents. On admission a nutritional assessment is completed on each resident. The assessment includes: diet history, weight history, food preferences, food allergies, capabilities for independent eating, need for special dishes or utensils, and special nutritional needs.

A nutritional risk level is assigned to each resident and is reviewed yearly, or sooner, depending on level of risk.

The dietitian also oversees the menus and food preparation.

INFECTION CONTROL

Shoreham Village has an active Infection Control Committee and program.

Isagel, an alcohol-based hand sanitizer, is located at the entrances to the building and in other strategic locations. Visitors are asked to clean their hands with Isagel upon entering and leaving the building.

The Influenza vaccine is administered yearly, as per Public Health recommendations and guidelines.

The Pneumovax vaccine is administered shortly after admission if the resident has not received it previously.

All new residents receive a TB test shortly after admission for screening purposes, unless contraindicated.

RESIDENT CARE PLAN

A Care Plan is developed for each resident. Information is obtained from the Health Care Team, the resident and family to help make the transition to Shoreham Village as smooth as possible.

Care Plans include information regarding personal care, dietary, social, recreation and safety issues.

The Care Plan helps to ensure the resident receives consistent, individualized care.

RESPIRE

This is designed to provide relief to family care givers for a short period of time. Shoreham Village has one bed designated as Respite Care. This service can be very beneficial to families during a family illness, vacation, or other times deemed necessary. In order to be admitted you must go through the single-entry access system that is outlined under “Admission Process.”

Palliative Care

Residents living at Shoreham Village with life-threatening illness or near the end of their journey of life receive a special kind of health care. We believe comfort and dignity are of utmost importance for the resident and their families.

Important objectives within this program are the relief of pain and other symptoms where a cure is not possible. We try to meet, not only the physical needs but also the emotional, psychological, spiritual, cultural and social needs of the residents and their families.

FACILITY AND RESIDENT SUPPORT

HOUSEKEEPING AND LAUNDRY SERVICES

Environmental Services staff is responsible for maintaining the cleanliness of the Home. This includes the cleaning of residents' rooms, washrooms, hallways, dining areas, and all public areas and offices.

All linens and personal clothing are laundered at Shoreham Village, unless otherwise arranged by the Resident's family. The laundry department is not responsible for loss or damage to personal clothing. We recommend "wash and wear" variety. All personal clothing is labeled by the Seamstress, once name tags are ordered. Labels can be obtained from the seamstress if the family wishes to label clothing, as well as the guidelines of where the clothing is to be labeled.

On admission, family is requested to mark resident clothing with a laundry marker until the name tags arrive. A laundry marker can be obtained at the Nursing Station.

Any clothing items that require mending, alterations, or labeling can be dropped off at the nursing station for the Seamstress.

MAINTENANCE

Maintenance services are provided at Shoreham Village. The maintenance staff will examine electronic items brought in for residents, such as fans and lamps, to ensure they meet the safety standards and are CSA-approved items. Please advise the nursing staff when bringing in electronic items for a resident, and they will notify the maintenance department.

Should a resident require any repair to their room, he or she should inform the Nursing staff, who will request that the repairs be completed.

NUTRITION SERVICES

Nutrition Services provides high quality food, prepared by qualified food service personnel, in a clean and safe environment.

A dietitian is on staff at Shoreham Village and is responsible for overseeing the menus, food preparation, and to assess any special feeding or nutritional needs of the residents.

Meals include a full hot breakfast, a larger cooked meal at noon, and a lighter meal at supper. Meals are adjusted to meet dietary restrictions and preferences of residents as needed.

A number of residents eat in the main dining room; the remainder eat in smaller dining areas located on each Wing. The food is transported in a hot food cart to each of the dining areas.

Meal times are:

Breakfast	7:15 am to 9:00 am
Dinner	11:45 am to 1:00 pm
Supper	4:30 pm to 5:30 pm

Family and friends are welcome to share a meal with loved ones. Visitor meal tickets are available for a nominal fee from the Business Office and given to nutrition services staff in the dining room during meal service.

A kitchenette on each Wing is stocked with supplies such as milk, tea, coffee, cookies, crackers, bread and ice cream.

HAIRDRESSER

The hairdresser is in the shop from Monday to Friday.

Appointments can be made directly with them.

You may pay them directly, or your power of attorney can have it included on your monthly bill.

RECREATION

RECREATION THERAPY

The Recreation Department supports the individuality and self-worth of each resident, by developing leisure activities that promote feelings of competence, control, and well being.

Working in concert with the Resident-Centered Care philosophy, our services strive to promote the continuation of individuals' previous lifestyles to the highest degree possible.

The Recreation Department supports building relationships through leisure opportunities between family, residents, and volunteers, maintaining and developing relationships in communities within and outside the facility.

Recreation supports the need for a safe, secure, and accessible environment for all residents.

Recreation programs strive to meet physical, emotional, social, intellectual, and spiritual needs of each resident. Upon admission a resident program assessment is completed where input is received from the resident and / or family members to determine which programs are of interest to the resident. A resident having a special need or wishing to participate in particular programs can make their wishes known at this time.

A monthly calendar of programs is provided to each resident, and is available throughout the facility.

Family members are invited and encouraged to join in programs with residents. Programs include music, one-on-one visits, Church, bus drives, gardening, meal groups, community outings, crafts, and many small group therapeutic programs.

Due to the Privacy Act, we may occasionally call the power of attorney to allow permission of the use of a resident's name or photograph.

PASTORAL CARE

Spiritual well being is an important component of care.

Our Pastoral Care Coordinator assists in coordinating weekly Church, devotion and memorial services, pastoral care visits, and hymn sings.

RESIDENT COUNCIL

Resident Council meetings provide residents and family the opportunity to have input in the happenings of the facility, and to express suggestions and concerns, and make recommendations about matters of importance to the residents and the Home.

All residents are encouraged to be a part of this important committee. The Council meets monthly and minutes of these meetings are distributed and available to all residents.

Family members are welcome to be a voice for a resident who is unable to participate.

LIBRARY SERVICES

Library Services are coordinated through the Recreation Department.

Large-print books, magazines, and are available in the quiet room.

Special requests are available.

BE A VOLUNTEER

- *Share your skills and learn new ones.*
- *Interact with seniors.*
- *Meet new people.*
- *Enhance your health and well being.*
- *Give back to your community.*

Volunteers make a special difference in the quality of life of seniors at Shoreham Village, by giving freely of their time, skills, and caring. There is no limit to what can be achieved by volunteers as they interact with seniors in such activities as friendly visits, hand wax therapy, resident feeding, dining room hostess, palliative care, tea socials, special events, cards, Bingo, bus outings, musical entertainment, devotions, auxiliary and dog therapy.

Care is taken to match volunteers with activities to ensure mutually positive experiences for all.

Getting Started as a Volunteer:

- One-on-one interview;
- Orientation to Shoreham Village;
- Reference and Police Checks.

Followed by:

- Education Workshop with specialized education in specific programs such as resident feeding and Palliative Care;
- Trial Placement of Activity with the option for renegotiating for another activity;
- On-going education, support, recognition and periodic volunteer satisfaction evaluations.

Quotes from Shoreham Village Volunteers:

“I’ve known a lot of residents since I was a young boy. They were always good to me. Now it’s pay-back time.”

“My contact with residents has given me great respect for them. Their quiet resolve and wonderful sense of humor inspires me each and every visit.”

“The greatest reward for me is when ‘we’ see the light of recognition in the eyes of residents. It makes the days we come in to Shoreham exciting and fulfilling.”(dog therapy)

VOLUNTEER PROGRAMS

Manicures:

Assist the recreation staff. It is a very satisfying program, increasing resident's self esteem through touch and sight.

Decorating:

Assist the recreation staff in decorating the facility for seasons and holidays. If you have a flair for decorating and would like the opportunity to be creative, this is for you.

Resident Feeding Program:

Volunteers are needed to assist residents 1-on-1 at breakfast, lunch, and supper. Training will be made available.

Dog Therapy Visits:

Special dogs and their handlers visit residents on a weekly basis. Dogs must be accredited through a course (such as the St. John's Ambulance Therapy Dog Program) and enjoy mingling with seniors.

Dining Room Hostess:

Volunteers are needed to assist on individual Wings during meal times, to encourage residents with their meals. This may include opening jam or milk tops, encouraging residents to eat, and helping to make the environment a more social and safe one.

Friendly Visits:

Many residents do not have family or friends and would enjoy a visit from a volunteer. We are looking for people who would be able to commit to visit and socialize with a resident once a week.

Gardening:

Gardening enthusiasts are needed to assist seniors with gardening. Individuals must have an interest in gardening and enjoy being with seniors.

Social Tea Volunteer:

We are looking for volunteers to assist Recreation with an Afternoon Tea. You will assist with portering residents, serving, clean up, and encouraging conversation between residents.

Resident Scrapbooking:

Volunteers are needed to compile life stories on residents by conducting interviews with the residents and / or their next-of-kin. The individual should have interpersonal communication skills and writing skills. A genuine interest in the elderly is a must.

Snoezelen Room:

Volunteers are needed to visit 1-on-1 with a resident in a special sensory stimulation room. This room has sounds, lights, music and, most of all, total relaxation for a 1-on-1 experience.

Hand Wax Therapy:

Volunteers are trained in offering wax treatments to cognitive residents. It is a wonderful 1-on-1 interaction for volunteers and residents.

Palliative Care Volunteers:

Volunteers are trained to vigil with residents who are in their last stages of life. This is a very special gift a volunteer can give to another by being there with the resident and family at a very difficult time in life.

Program Assistance:

Volunteers assist the recreation staff in a large variety of programs such as Bingo, crafts, sing-a-longs, entertainment, meal groups, hand wax, manicures, walks, and outings.

Entertainment:

Volunteers provide musical entertainment for residents. Do you have a special ability to play a musical instrument or sing, or do you belong to a group who performs? Call us.

Appointments:

Volunteer drivers are needed to drive our bus to take residents to doctors' appointments. A CCA accompanies the resident. A current Class 1V Nova Scotia Drivers license is required to drive the bus.

Students:

Shoreham Village has educational opportunities for students who wish experience in a Long Term Care Facility.

Many residents need a good listener and a volunteer can fill this role.

~ There is always a need for volunteers at Shoreham Village. ~

~ If you are interested in volunteering,
please call the Volunteer Coordinator at 275-5631, Ext. 246
or email: volunteercoordinator@shorehamvillage.com . ~

FINANCIAL INFORMATION

PAYMENT INFORMATION

Shoreham Village will provide the Resident with room, board, and nursing care. The Resident and / or Resident's Authorized Representative will pay Shoreham Village the accommodation charge authorized by the Nova Scotia Department of Health. The Department of Health will adjust the authorized accommodation charge annually and provide notice of this increase thirty days in advance of the November 1st effective date. The Resident and / or Resident's Authorized Representative will pay the Department of Health authorized Accommodation Charge by no later than the first day of each month, for the coming month. The method of payment shall be cash, pre-authorized debit, cheque, postdated cheque, or by an arrangement with the Resident's financial institution that is acceptable and approved by Shoreham Village.

PRESCRIPTIONS

The resident is responsible for all costs relating to prescriptions. Most residents qualify for Nova Scotia Seniors Pharmacare, which can help with the cost of prescription medication.

For more information please call 1-800-544-6191, or go to the following website:
http://www.gov.ns.ca/health/pharmacare/seniors_pharmacare_faq.htm

FUNERAL COSTS

The Resident and / or Resident's Authorized Representative, or the Resident's Estate is responsible for any costs associated with the funeral of the Resident.

The Resident and / or Resident's Authorized Representative is required to advise Shoreham Village of any prearranged funeral arrangements.

ADDITIONAL CHARGES

The Resident and / or Resident's Authorized Representative is responsible for, on an ongoing basis:

1. Appropriate clothing and adequate footwear;
2. Medications, and other treatments or aids as ordered by a physician unless otherwise provided as "basic services" of Shoreham Village, or as benefits of Medical Services Insurance (MSI);
3. Assistive devices (e.g. wheelchair, walker, cane, etc.);
4. Eyeglasses, dental care, prosthetic devices (e.g. dentures, hearing aids, etc.), anything else which may be necessary for the Resident's safety, health, and welfare while residing at Shoreham Village;
5. Needed repairs and / or replacement of the above effects;
6. Telephone service in resident's room;
7. Dry cleaning;
8. Tax return preparation;
9. Purchase of Cable or Internet services;
10. Newspaper subscription;
11. Transportation services:
 - a) Taxi - charges vary depending on trip,
 - b) Ambulance fees,
 - c) Travel attendant (if one is required);
12. Prescription medication;
13. Non-prescription medication, including herbal remedies, and vitamins;
14. Hair and canteen charges;
15. The cost of personal grooming equipment, such as electric shavers or hair clippers.

TRUST SERVICES

Shoreham Village offers residents a Trust Account. The purpose of the resident trust account is for the convenience of residents who need to have funds maintained in a safe place and readily available for the use of the resident. Withdrawals from this fund will only be at the request of the resident or the resident's authorized representative. Interest will be paid on all trusts that maintain a quarterly balance exceeding \$1,000. Upon death, any residual monies will be paid to the resident's estate.

INCOME TAX RETURNS

The filing of Income Tax Returns for a resident is the responsibility of the resident and his/ her family. Care cost expense receipts may be obtained from the Business Office upon request.

OTHER

The Home cannot assume the responsibility for the loss or breakage of valuables, or for the loss of money. Extra money should be kept in a trust account and not in the resident's room.

THE SHOREHAM VILLAGE AUXILIARY

The Shoreham Village Auxiliary meets on the first Monday of each month at 2:00 pm, from September to June, in the Board / Training Room.

This group is instrumental in fundraising for items for the facility.

New members are always welcome

SHOREHAM VILLAGE FOUNDATION

The Shoreham Village Foundation is the fundraising arm of the Shoreham Village Senior Citizens Home. Its goal is to raise money to aid the nursing home and the community. There are many goals, including a palliative care suite and education.

Shoreham Village Foundation
50 Shoreham Village Crescent
RR # 1
Chester, NS
B0J 1J0

(902) 275-5631

There are many ways to give including memorial donations, regular donations and planned giving:

MEMORIAL AND REGULAR DONATIONS

With each memorial and regular donation you will receive an income tax receipt. Donations can be made by mail or in person at the address above.

PLANNED GIVING

By planning to give a gift now, you can arrange to support the work of the Shoreham Village Foundation in the future. These gifts will reflect your desire to help maintain the work of the Foundation while maximizing your potential income tax savings.

Planned giving provides the donor with many benefits, both financial, through tax incentives, and emotional and spiritual, through making a gift that can make a significant difference.

Planned gifts include a bequest in a will, the gift of a life insurance policy, and gifts in kind of real estate, securities, or other capital properties.

A CHARITABLE BEQUEST

It is very simple to designate a beneficiary under a will, and a bequest to a registered charity such as the Shoreham Village Foundation, can be used to reduce income taxes owed by an estate. A charitable bequest provides a tax credit that your executor may use in your final two annual tax returns for up to 100% of your annual net income. With careful planning it may be possible to eliminate all, or a significant portion, of taxes payable on death.

A GIFT OF LIFE INSURANCE

Through a gift of life insurance, you can leave a considerable gift which may not have been possible during your lifetime. A relatively small premium can produce a substantial gift, and each premium payment will result in a tax credit for you.

A GIFT OF SECURITIES

Consider a gift of securities in lieu of a gift of cash. Significant income tax savings can result, as the capital gains inclusion rate for gifts of securities to registered charities are reduced to 25%. Securities can be donated during your lifetime to generate immediate income tax savings, or they can be donated as a bequest in a will, resulting in income tax savings for your estate.