

CONTRACTOR NEWSLETTER

NO 3: May 2011

Hello everyone and welcome to our new contractors. We hope that you enjoy working with WCHC where we encourage a good relationship with all our contractors & the best service to our clients.

The aim of these newsletters is to keep you informed of any changes in the office and especially any training workshops that you may wish to attend.

I will remind you that as independent contractors it is your choice to attend training sessions – however we encourage you to attend and we will provide you with “a certificate of attendance” which will enhance your CV and, enhance your availability for providing services to our clients.

We will also include information sheets to keep you up to date with current legislation – the reasoning why and how we manage our business and more importantly our clients.

SOCIAL

WCHC will be hosting a BIGGEST MORNING TEA ON Thursday 26TH MAY at the office at 10am.

Please drop in, buy a mug & have some home made yummys, to support Cancer research and have a general chat with us.

A gold coin donation would be appreciated towards this – see you here.

TRAINING WORKSHOPS

DEMENTIA - Kay and Helen will be facilitating these workshops in Port Lincoln and Tumby Bay in JUNE.

They will only be for 1 hour giving you the information that you need to know when caring for a person with Dementia and also very importantly to answer your questions.

PORT LINCOLN -

MONDAY 6TH JUNE 2.30pm

THURSDAY 16TH JUNE 2.30pm

Please notify the office by Friday 3rd /10th June

TUMBY BAY –

WED JUNE 15TH 2.30pm IN RSL HALL –

Please notify the office by Friday 10th June

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We are planning to facilitate some Manual Handling workshops as well – the reason for this is it is now required for accreditation purposes that those of you who have a Cert 3 are now required to update this yearly along with your 1st AID. If you are working for another agency that provides this training please bring in your certificates so we can photocopy and file.

GENERAL INFORMATION

ACRONYMS

HACC - Home & Community Care – to provide a coordinated range of basic maintenance support services for frail older people, people with a disability & their carer's. Limited hours, low level care. Managed by WCHC Care Managers.

LEPCC – Lower Eyre Peninsula Community Care

TCP – Transitional Care Package – 6-12 weeks hospital funded & managed package of services post hospitalisation. Managed by hospital staff.

RIB – Rapid Intensive Brokerage – post hospital 7 days intensive support. Managed by hospital staff.

CACP – Community Aged Care Package – intermediate level of care – Commonwealth funding – managed by Vicki Hall – Pt Lincoln Health Service

EACH - Extended Aged Care at Home – high level of care up to 23 hrs/week. Managed by Matthew Flinders Home.

EACH D – Extended Aged Care at Home Dementia – as above.

I hope this explains why there are various funding sources on your contracts & why they can change.

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Some light reading included – the HACC Service Principles – the guidelines we have to follow when providing services to our clients.

CONTRACT PAPERWORK

It has come to our attention that some
of you (VERY FEW)

ARE NOT RETURNING THE SIGNED
ORIGINAL TO THE OFFICE.

THIS IS NOT ACCEPTABLE.

These contracts are legal documents
between you & the client, & for
auditing purposes are required. Be
aware that we are not obliged to pay
you until the signed is presented –
something we don't wish to do. I'm
sure that you need your pay – so
please DO THE RIGHT THING – if it
lost, ask for another copy!

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If you wish to contribute to this speak
to any staff member & we' ll include in
the next edition.