

# Beckley Farm Lodge

## RESIDENT AND FAMILY HANDBOOK



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## **WELCOME TO *BECKLEY FARM LODGE***

Welcome to *Beckley Farm Lodge (BFL)*. We will make every effort to help you or your loved one settle in. Once you are comfortable in your new residence, we hope that you will like feel part of the community of *Beckley Farm Lodge*, and that you will enjoy the James Bay neighborhood.

This booklet will help you, your family, and your friends to become familiar with *Beckley Farm Lodge*. Please don't hesitate to ask any of the *BFL* staff for help or further information.

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## **I. WHO WE ARE:** **OUR PURPOSE AND VALUES**

*Beckley Farm Lodge* supports quality of life for residents, clients, affiliates and community participants by providing residential health care and supportive services in the community.

**PURPOSE STATEMENT:** Beckley Farm Lodge is committed to achieving and maintaining high standards of care for all residents in a safe, welcoming and supportive environment. Outreach services tailored to the needs of non-resident individuals are also available.

Beckley Farm Lodge welcomes the interest and involvement of community partners and cooperating organizations whose commitment to the provision of respectful and compassionate care matches ours.

**STATEMENT OF VALUES;** the values and practices which govern all of Beckley Farm Lodge's activities are:

- Demonstrated care and compassion, dignity and respect for residents, clients, families, staff, volunteers and partnering organizations.
- A primary focus on advocacy and timely attention to residents' or clients' appropriate needs.
- Honesty and integrity in all interactions.
- Acquisition and sharing of knowledge, skills and resources required to meet residents' and clients' needs.
- Diligence in identifying and establishing cooperative relationships with partners who share our principles.

## WHO WE ARE (Cont'd)

*Beckley Farm Lodge* is owned and operated by *Broadmead Care*, and has been providing quality care since 1981. In 2008, a major renovation to the entire building was completed, bringing state-of-the-art equipment and accommodations to the 65 single room capacity at the Simcoe Street site.

## II. INFORMATION YOU WILL NEED

**Your Room Number:** \_\_\_\_\_

**Telephone Numbers:** \_\_\_\_\_

\_\_\_\_\_  
**Names To Know:** \_\_\_\_\_

\_\_\_\_\_

*Beckley Farm Lodge (BFL)* is divided into two floors, and arranged into two wings, North and South, on each floor. When visiting residents, enter through the Simcoe Street main entrance onto the Second Floor. When visiting residents on the **Second Floor**, please proceed to the Second Floor Nursing Station. When visiting residents on the **First Floor**, take the elevator down to 'M' (First Floor) and proceed to the Nursing Station/Reception area, to be directed further. For the safety of residents on First Floor, this area is secured with closed doors.

We have a visitors **sign in book** located at the front entrance. Please ensure to sign in when you come to visit and sign out when you leave the facility. If you are taking a resident out of the facility, you will need to sign the resident out and back in using the books located at the nursing stations. Please also check with the nurse to ensure that there will not be any medications missed during your outing.

## **INFORMATION YOU WILL NEED (Cont'd)**

There is a staff person at the **Reception** Area, located at the main entrance on Simcoe Street, from 8:00 a.m.—4:00 p.m. on most days. At other times, please ring the intercom button for entrance.

For **Outreach** programs such as Day Centre, Community Bathing etc., please enter through the main entrance on Simcoe Street.

For deliveries or goods being dropped off, we have a loading dock off Toronto Street.

**When leaving *Beckley Farm Lodge*, please ensure that residents remain safely inside.**

### **Parking**

As *Beckley Farm Lodge* is located in a residential area, long term parking is limited. There is a pick-up/drop-off zone in front of the building.

### **Transit Bus Route**

The James Bay area is serviced by Transit Routes #19, 30, 31 and 33. Please ensure that these buses are going to 'Beacon Hill Terminus'. The buses stop (southbound) on Menzies Street at *Thrifty's Foods*, and (northbound) on Menzies Street at 'Five Corners' in front of the Fish and Chip shop.

### **III. FINANCIAL INFORMATION**

#### **Fees and Charges**

The monthly rental fee for people residing at *Beckley Farm Lodge* is set by the Ministry of Health. The fee is income-tested and based on the Medical Services Plan and Premium Assistance rates. If the assessed rate assigned is deemed to cause hardship to a resident or family, the Ministry of Health will review it.

#### **Trust Account**

Each resident is assigned a trust account. Many of the services provided at *Beckley Farm Lodge* such as hairdressing, van rides and bar charges will be automatically debited from the trust account when the service is used. Small cash withdrawals may be made daily at the Reception Area near the main entrance. At all times, it is recommended that no more than \$5.00 be kept in resident rooms.

#### **Payment Information**

All fees and charges are to be paid at the beginning of each month. *Beckley Farm Lodge* uses a 'pre-authorized electronic funds transfer' system. The paperwork to implement this process will be provided at the time of admission. Funds for trust accounts must be made by cheque and may be deposited at the same time each month, or replenished as required.

### **IV. MOVING IN**

Moving is never easy and the staff at *Beckley Farm Lodge* want to assist in accomplishing this important transition. Here are a few suggestions from others who have experienced the same move.

### **Admission Information**

Prospective residents or their family will receive a phone call from *Beckley Farm Lodge* when a room is available. At the time of the contact a date and time for arriving at the lodge will be specified. On the day of arrival, please check in at the Reception Area at the main entrance on Simcoe Street and a staff member will guide you through the admission process.

### **Clothing**

We request that prospective residents look over the clothing list provided here and follow the guidelines as closely as possible. On the day of move-in, bring seasonally appropriate clothing so staff can arrange to have pieces labeled immediately. Please do not bring in more than 100 pieces of clothing, including socks and underwear. Please also mark the clothing worn on admission day with a permanent laundry marker.

#### **Suggested General Wardrobe**

**8** sets of underclothing

**2** pair of supportive shoes

**2** dressing gowns

**4** pair of pajamas or nightgowns

**3-4** sweaters

**2** pair of slippers/non-skid socks

A hat, sunhat, gloves and scarf, coat or jacket

**Ladies** should augment the general wardrobe with **5** 'every day' outfits, **1 or 2** 'good' outfits and hosiery, slips etc. where appropriate or according to taste.

**Gentlemen** should augment the general wardrobe with **4** pair of trousers, **4** shirts, **6** pair of socks and **1** good suit or slacks/jacket combo.



### **Clothing (Cont'd)**

When new clothing is acquired at any time after admission, please drop the items off with a nurse who will have the pieces labelled before wearing. Please take special care at Christmas, Birthday and other gift-giving times that special clothing gifts are labelled.

### **Personal Items Suggested**

Toiletries

Deodorant

Toothpaste and toothbrush

Hairbrush and comb

Men's electric shaver

Cosmetics (as applicable and appropriate)

Please note that we are committed to eliminating health concerns arising from exposure to scented products by maintaining a **scent free** environment for our residents, visitors and employees.

### **Items Prohibited in Resident Rooms**

Area carpets, electric appliances (irons, kettles, coffee makers, hair dryers, curling irons, toasters, microwaves, fridges, etc.), electric blankets, Christmas trees, large pieces of furniture, personal mattresses, lighters, matches, candles, flammable/combustible materials, paints, oils, cleaning products and motorized scooters or wheelchairs.



## **Medications**

The nurse will place the order for medications with our pharmaceutical service provider. By law, all medications must be administered by the nurse and no medications may be kept in resident rooms. The Pharmacy Service provider to *Beckley Farm Lodge* is **CareRx Pharmacy** and they are available for consultation. In British Columbia, *Pharmacare* covers most prescription drugs. Non-prescription medications and special equipment ordered from any source will be billed directly to residents or their financial representative.

## **V. RESIDENT ROOMS**

Individual care needs, room availability and preferences are all given as much consideration as possible at *Beckley Farm Lodge*. Resident rooms are designed to accommodate one person. Each room has a two piece *ensuite* bathroom, an emergency call system, separate heat control and windows that open. All rooms are equipped with ceiling tracks for lifts.

*Beckley Farm Lodge* provides a bed and bedding, one stationary chair, a bedside table, a dresser, a wardrobe unit and a lockable drawer.

### **Television and Telephone**

Televisions and stereos are provided in the lounge/dining areas on each unit. Residents wishing to have their own TV will find that cablevision outlets are available in all rooms. There is an additional monthly charge for cablevision. Please inform us when bringing a TV so that Plant Services can perform the hook-up. The maximum recommended size is thirty-two inches and it is strongly recommended that televisions be outfitted with a cordless headset.

### **Television and Telephone (Cont'd)**

Families wishing to have a wall mounted television are responsible to have a professional installation company complete the work.

Residents wishing to have a personal telephone installed may make arrangements through the service provider. Telephone costs are the responsibility of residents or their families.

### **Personal Items**

Please bring items that have meaning and importance in life and mark all items clearly. As space is limited, it is necessary to be selective about what is brought in. Resident safety and the safety of staff is important, so be aware that overcrowding in a room is hazardous to all. Do not bring large items of furniture, floor mats or area rugs.

You may bring pictures and photographs, but be aware that materials must be affixed to walls to meet earthquake safety regulations. There may be an additional charge levied by maintenance to do this work.

Other personal items for comfort and enjoyment may include a **computer**, a **television** (equipped with cordless headset), a **radio/CD player** (equipped with earphones), a **clock**, a **telephone extension cord**, a **power bar (if needed)**, an **afghan/throw for bed (please note that residents may need be responsible for laundering/cleaning of unique materials)**, a **mattress pad (quilted, foam or sheepskin)**, **albums, books and magazines, playing cards, handheld games and/or table games**

## **VI. PERSONAL PROPERTY AND VALUABLES**

Personal care and security is a priority at *Beckley Farm Lodge* but sometimes items are lost or mislaid. *Beckley Farm Lodge* cannot be held responsible for any lost or stolen items.

### **Jewelry, Cash, Cheque Books and Credit Cards**

Please ensure that valuables, including jewellery, are clearly marked with the resident's name upon arrival. When new items are added or when items are taken away by family or lost, please notify staff immediately. We recommend, before moving in, that such valuables be secured in a safe area such as a safety deposit box. All resident rooms are equipped with a locking drawer in which valuables may be stored.

Cheque books, credit/charge cards and bank cards must be kept in a safe place, either at the lodge or with family or other trusted companions. Do not give any banking or credit information over the telephone, or to unknown persons or to persons who fail to produce picture identification.

### **Glasses, Dentures and Hearing Aids**

It will be an individual responsibility to mark these items clearly with a name, prior to admission.

### **Financial Security**

Even within the security of *Beckley Farm Lodge* it is important to be aware of possible financial abuse. Be very cautious if a stranger or even someone known, such as a family member, friend, staff member, visitor or co-resident asks you for money. Act quickly in telling someone trusted, so that action can be taken.

## VII. MEALS AND FOOD SERVICES

Good nutrition is an important part of well-being, as well as enjoyment of meals. Food Services provides appetizing and attractive meals to meet nutritional and therapeutic needs. A Dietician will consult about individual nutritional needs, and help design a meal plan for each resident. The Dietician will then monitor progress. At the meeting of the *Resident and Family Council* (third Tuesday of every month) there will be an opportunity to provide feedback to the Food Services Supervisor.

It is the practice at *Beckley Farm Lodge* to offer meals with texture modifications when necessary, including to those people with chronic conditions like diabetes and hypertension. Meals based upon *Canada Food Guide* recommendations, offered in comfortable surroundings, will often assist people who do not eat well in care facilities to do so.

Menus are posted daily and there are a variety of dining areas available at *Beckley Farm Lodge*, dependent upon needs for enjoyment and safety at mealtimes. Assistance with meals is available in some dining areas, and supervision is available at all times.

Guest meals and special occasion meals are available, as well as a 'meal ticket' program for people who wish to subscribe so that they can enjoy a meal with a loved one living at the Lodge. Special dinners are held in September, November, February and April for those wishing to come in and enjoy a more formal dinner with a family member who lives at the lodge. Entertainment at these dinners is provided for all guests and residents to enjoy. More information on all these 'extras' is available by contacting *Beckley Farm Lodge*.

### **Meals and Food Services (Cont'd)**

Throughout the day, nutritious snacks and beverages are offered at intervals to residents.

A social bar is available Mondays to Fridays, from 3:30pm-4:30pm, at a nominal cost to residents. Special "Family Happy Hours" are held on Saturday afternoons, from 1:30pm-2:30pm and family members are invited to join. The usual gathering place is in Day Program area located on the second floor. Please note that alcohol is not permitted in resident rooms.

## **VIII. SAFETY**

The safety and security of all who live, work and visit at *Beckley Farm Lodge*, and of our neighbours and friends is of paramount concern. Therefore, guidelines explained in this booklet must be followed, and will be consistently enforced.

### **Smoking**

*Beckley Farm Lodge* values health and supports legislation intended to reduce cigarette smoking in all populations. Smoking inside the building is strictly prohibited, as is smoking within 10 meters of doors, windows, air intakes, or in lodge vehicles. There is a bench near the sidewalk at the front of the building where residents may sit and smoke.

### **Staff Identification**

There will be many staff involved in day-to-day care at *Beckley Farm Lodge*. At times, students under the careful supervision of professional instructors will be in the building. Everyone who works at *Beckley Farm Lodge* will wear a nametag and will be able to answer all questions about what they do. Volunteers who 'help out' in various programs will also have identification badges.

## **Fire, Earthquake and Disaster Safety Procedures**

*Beckley Farm Lodge* has procedures for fire, earthquake and disaster safety and everyone's help in knowing how to react is important.

For personal safety, all electrical items brought in, such as televisions, lamps, radios, clocks, and other electronics must be CSA approved and checked by maintenance staff. Such things as heating pads, gel packs, hot water bottles, electric blankets, vaporizers, microwaves, kettles, popcorn makers, coffee-makers, etc. are not allowed for safety reasons.

Each floor is equipped with fire doors and each area with fire detectors and automatic sprinklers. Fire and evacuation drills and testing are conducted regularly and people will be advised by announcement over the intercom system of these drills and tests.

If an emergency alert (fire bell) rings while residents have visitors or are in a different area of the building than usual, please await instructions from a staff member regarding a safe place to gather. Otherwise, if an alarm activates, remain in the resident's room and wait for staff direction and assistance.

In the event of other kinds of serious situations such as earthquake, power outage, or flooding, there are established procedures for keeping residents and visitors safe and are expected to follow the directions of staff members in that circumstance.

### **Infection Control and Disease Prevention**

Throughout all seasons of the year, protect residents and visitors by using good hand-washing habits such as washing hands thoroughly before eating and after using the washroom.

Visitors who are experiencing cold or flu symptoms or who have been exposed to communicable illnesses should wait until they are well before visiting *Beckley Farm Lodge*.

Flu vaccines are offered annually to residents and staff.

### **Safety in Gift-Giving**

Care and concern for residents at *Beckley Farm Lodge* is often expressed in presentation of gifts of toiletries, food, flowers and plants and decorative items etc. For the safety and security of all, please exercise discretion in gift-giving, by selecting non-toxic, low-scent, unbreakable items. If there are any questions, please ask staff about the suitability of a gift. Please inform staff if there is concern about missing items or if family or friends have removed an item from a resident's room.

### **Sign in and out/Residents Leaving the Site**

All residents must be signed out before leaving the site in company of family, friends, paid companions or staff on the registers provided on first and second floor nursing stations. Residents must also be signed back in upon return to the lodge. Please be sure to check with the nurse to ensure medications are not missed.

For safety reasons, we also ask that all visitors sign upon arrival at the facility using the book located at the main entrance on Simcoe Street and to sign out when leaving the facility.



## **IX. SERVICES AND PROGRAMS**

### **Health Care and Doctor Visits**

A local physician acts as Medical Coordinator at *Beckley Farm Lodge*. Residents are required to have their own *GP* and ensure that he/she will continue to visit afterwards. Otherwise, please ask for assistance in choosing another doctor who will be able to visit here.

Twenty-four hour nursing care is provided by qualified nursing staff and related health professionals for persons residing at *Beckley Farm Lodge*. For those who come and go for Day Programs, bathing programs and community meals at the site, informal health monitoring does take place and anyone may ask questions of staff in these programs at any time.

Dental hygiene services are available and a dentist visit can be made by consultation with the hygienist or the nursing unit staff. A personal dentist, a dentist in the area or the consultant dentist provided, can be seen for dental work.

Physiotherapist and occupational therapist consultations are available by arrangement through the nursing unit staff or the Director of Care.

Comprehensive foot health services are an important part of care and monitoring is provided by the professional nursing staff. Referral to a podiatrist or the Foot Care Nurse may be arranged at any time with the RN. A podiatrist visits *Beckley Farm Lodge* every two months for non-emergency treatments and consultation may be arranged.

Payments for dentistry, physiotherapy, occupational therapy and podiatry are individual responsibility.

## **Spiritual Care**

Concern for the whole person — physical, emotional and spiritual — is part of our philosophy of care. Many people find support and comfort in their faith tradition and *Beckley Farm Lodge* affirms and answers this need where possible. Visits from a Pastoral Care or Outreach worker from personal faith communities are welcome, and the lodge maintains close ties with *James Bay United Church* and the Minister there.

The Holy Sacrifice of the Mass is offered on the third Wednesday of the month for Roman Catholic residents or others wishing to attend and the Sacrament of the Sick is available at that time.

Special seasonal or other worship services and blessings are available by request and notices will be posted to welcome people to those gatherings. Please do not hesitate to ask for spiritual support when the need arises.

## **Recreation, Day Programs and Outreach**

*Beckley Farm Lodge* offers a comprehensive and diverse program of social, recreational and therapeutic programs to residents as well as people who come into the lodge for Day Programs. Trained and specialized staff develop and implement group activities and outings, individual therapeutic recreation and social events, after consultation with residents, families, co-workers and volunteers. The BFL Program Manager is in charge of activation and she may be contacted to answer questions or receive suggestions.

Inclusion in programs is as much a matter of personal choice as it is of therapeutic approach and individuals may make independent decisions about activation and social programs. Where possible, we will respect an individual's choice while offering encouragement to participate.

### **Volunteering**

*Beckley Farm Lodge* has a strong network of caring volunteers who are dedicated to helping residents and program participants with a variety of services such as visits, recreational and social programs, community outings and accompanying people to appointments. If anyone has family or friends who would like to volunteer, please encourage them to contact us. As per policy, all volunteers will be screened regarding their suitability and screening will include criminal record and reference checks.

### **Paid Companion Services**

In addition to social and recreational programs provided at *Beckley Farm Lodge*, residents or families may wish to contract with a paid companion to supplement activities.

### **Social Bar/Gift Shop**

A 'Happy Hour' type social is held each afternoon from 3:30—4:30 in the Second Floor Day Program area. Residents who wish to partake of alcoholic beverages **must have a doctor's order**, and will be limited to a maximum of **two** drinks. Beer, wine and mixed drinks are charged at a nominal rate to trust accounts.

A small selection of toiletries and personal items such as tissue, lotion, mouthwash, etc. are available for sale at the Main Reception area located on the Second Floor during weekday business hours.

### **Hairdresser**

The services of a hairdresser are available at *Beckley Farm Lodge* in our salon located on the Second Floor, adjacent to the Day Program area. The times that a hairdresser is present are posted at that location. Charges for the services will be billed to a resident's trust account.

### **Laundry/Dry Cleaning**

Personal clothing can be laundered at *Beckley Farm Lodge*. All clothing must be marked with permanent labels or permanent marking pen and all clothing should be machine washable and no-iron. Please remember to label gift items of clothing or arrange to have them labeled at the lodge before gift-wrapping.

Items such as quilts, afghans, throws for the bed, etc. may be laundered at the lodge or may be taken by family to be laundered or cleaned. All items should be clearly labeled.

Any items of wool or other dry-cleanable fabric should be taken for dry-cleaning by family or friends.

Sewing repairs and alterations are not done at *Beckley Farm Lodge* but arrangements may be made for this work.

### **Mail Service and Newspaper Delivery**

Personal mail is available and is delivered to the resident rooms. If the family wishes to have the mail held at the Main Reception area, this can be arranged at the time of admission.

Outgoing mail may be deposited in a rack labeled "Outgoing Mail" at the Main Reception Area on the Second Floor. Postage stamps are available for purchase and can be charged to trust accounts.

Residents who receive the *Times-Colonist* or other daily newspapers will find they are delivered to the Nursing Stations on the units for distribution. Residents are responsible for subscription costs. Free copies of the *Victoria News* and *James Bay Beacon* are delivered to the lodge.

## **X. VISITING**

We know how important family and friends are to residents' well-being and we encourage visitors. **All visitors must make staff aware that they are present in the building, or if they wish to leave the lodge with residents.**

### **Door Code**

Outside of reception hours or when the receptionist has stepped away from the desk, individuals will be required to enter a code to exit the building at the main entrance on Simcoe Street. The code is known by nursing staff and will be provided to you. Please push the wheelchair handicap button after entering the code, and both doors will open. Outside of reception hours, there is an intercom button on the outside of the building to admit people through the doors, but please be patient, as this intercom rings at the nursing unit where staff may be busy at the time.

### **Stopping the Spread of Germs**

Good health is important to us and we ask cooperation in ensuring that visitors and residents remain healthy. Visitors who are feeling unwell (cold or flu symptoms), who have been exposed to communicable diseases or who have untreated sores, rashes, eye and ear inflammations should wait until they are well before visiting *Beckley Farm Lodge*. It is also important to remember to use the hand sanitation stations (waterless hand-wash) upon arrival and departure of the building.

### **Outdoor Areas**

In 2009 and 2010 the garden areas at the front and rear of Beckley Farm Lodge were re-developed to offer enjoyment and safety, while meeting the diverse needs of residents. Residents and visitors are most welcome to enjoy the spaces available.

### **VISITING (Cont'd)**

Visitors should also remember that other residents may not be feeling well or may be overwhelmed by lively visitors or large groups. Please consider visiting with friends and family in the Grand Room located on the First Floor, in the dining areas or other 'niches' in the building.

Out-of-town visitors will find many possibilities for overnight accommodation in the James Bay neighborhood. This list is presented not as an endorsement but as a selection of sites within 1 km of *Beckley Farm Lodge*:

*James Bay Inn (250-384-7151)*

*Rosewood Inn (250-384-6644)*

*Helm's Inn (250-385-5767)*

*Queen Victoria Inn and Suites (1-800-359-6279)*

*Abbey Lee Bed and Breakfast (250-370-1469)*

*Carriage House Bed and Breakfast (250-384-7439)*

*Marifield House Bed and Breakfast (250-383-3820)*

Victoria is a tourist destination and there is a wide variety of accommodation available close to the downtown area of the city where *Beckley Farm Lodge* is located.

## **XI. RESPITE STAY INFORMATION**

We are pleased to be able to offer overnight and longer term respite care. Arrangements for these services are carried out cooperatively among family, Community Health Services and the Vancouver Island Health Authority. Scheduling of long term respite stays is arranged on a '*first come/first serve*' basis where indicated and occasionally on an urgent basis, as needed. Overnight respite can only be utilized by clients in the Adult Day Programs.

### **First Visit**

The first visit to respite care at *BFL* will require careful attention to details and good communication among all parties. Such things as special needs considerations, medications and treatments, what to bring, laundry and other services, visiting schedules, etc., should all be arranged in advance of check-in to avoid any last minute anxiety. Please contact *BFL* to arrange a pre-admission visit or to obtain further details.

The usual time for arrival and check-out is 11:00 a.m. so that the respite area may be cleaned and prepared for the next guest. As much as possible, respite care guests will be encouraged to join in social activities and programs at the lodge.

### **What To Bring and When To Arrive**

In other sections of this handbook, there is information on clothing, personal items, medications, etc. and these lists are a guide in selecting items for comfort and convenience during a respite stay. For safety, all medications and treatments are confirmed by the client's physician in communication with the nurse and the client's family. All medications are supplied and dispensed by our pharmacy and applicable fees are charged.

If laundry is to be done here during a respite stay, all items must be marked with permanent labels or a permanent marker.

## **XII. ATMOSPHERE OF MUTUAL RESPECT**

*Beckley Farm Lodge* has a long tradition of providing resident-centered care in an atmosphere of respect. As a resident or family member of a resident, you will become part of the ‘team’ which works together to establish and maintain the best possible care.

### **Open Communication and Problem Solving**

We ask that you always inquire with the nurse on the unit at the very first possible opportunity about things that concern you or that you do not understand. The BFL Program Manager can be approached with any question or care concern. Each resident will benefit from an initial ‘care conference’, which will take place 4–6 weeks after admission. The *Resident and Family Council* group meets on the third Tuesday of every second month and queries can be communicated at that time. If an answer to your question cannot be given immediately, you may expect an answer to be researched and provided.

**Beckley Farm Lodge is supported by Community Care Facilities Licensing and the Patient Care Quality Office. These offices and regulations provide both a standard of care and a venue that supports the resident to ensure care is appropriate and safe. Family members/representatives are advised to contact either of these bodies with concerns if they are not dealt with at the Facility level.**

### **Responsibilities**

*Beckley Farm Lodge* abides by all requirements laid out in legislation concerning privacy of person, human rights, protection of incapable persons, provision of licensed care, labour and workplace fairness and safety, and all other laws and guidelines designed to ensure quality care.



## XIII. FUNDRAISING

### **Broadmead Care Fund Development BECKLEY FARM LODGE**

We wish to provide a caring, compassionate environment for all our residents and community clients. In order to meet this goal, we need to raise funds from many sources.

Can you help make this goal a reality by donating to *BFL* in one of the following ways?

- When you prepare your Will, please consider a bequest to Broadmead Care.
- You could make Broadmead Care the beneficiary of your RRSPs or RRIFs.
- Your Will could leave Broadmead Care of real estate or other valuable property no longer needed.
- Did you know that an *existing* or *new* life insurance policy can have a charity named as the owner and beneficiary? An income tax receipt is issued for all premiums paid after the policy is turned over to the charity.
- You may wish to donate funds directly to Broadmead Care for a specific immediate purpose (for example, walking program, entertainment, lifting aids, furniture renewal etc.)
- All donations to Broadmead Care will qualify for a tax receipt. Your lawyer or financial advisor will be able to advise you of the best method of donation depending upon your individual circumstances.

Please be assured that *any* donation to Broadmead Care, no matter the amount, will be greatly appreciated and used toward our goal of a safe, caring home for our Beckley residents and the provision of supportive services to residents and clients.

### **BECKLEY FARM LODGE AUXILIARY**

The Beckley Farm Lodge Auxiliary is a group of volunteers whose objective is to raise funds to enhance the lives of our residents and day centre clients. The Auxiliary meets regularly to plan fundraising events and the following are some examples of expenditure of the proceeds from Auxiliary Fundraising:

- Funding towards the Walking Program and Sundowner Program.
- Transfer aides to enable staff to move residents safely between bed, bathroom and wheelchair.
- Framed art prints for hallways.
- Furniture for two small lounges.
- Supplies carts for care aides.
- Engraver to identify residents glasses, artificial teeth, hearing aids.
- Digital thermometers, otoscope and ophthalmoscope.
- Funding toward completion of sample renovation room.
- Videos and music tapes.
- Special entertainment.
- Patio furniture.
- Meal trays and plate warmers.
- Christmas presents for all residents and day clients.

The Auxiliary's current project, through Thrifty Foods Smile Card Program will be applied towards the purchase of new bedspreads.

The Auxiliary also stocks a gift shop cabinet in the Main Reception area with handmade crafts and other gift items.

Support of the Auxiliary through sales or volunteering directly benefits programs and services at the lodge.

**XIII. BECKLEY FARM LODGE  
TELEPHONE DIRECTORY**

**Telephone: 250-381-4421**

**Fax: 250-381-0112**

**Beckley Farm Lodge Program Manager:** Ext. 234

**Manager of Environmental Services:** Ext. 222

**Manager of Food Services:** Ext. 233

**First Floor Care Unit** (to speak to a nurse): Ext. 237

**Second Floor Care Unit** (to speak to a nurse): Ext. 235

**Other Important Numbers:**

**Respite Care:** Ext. 237

**ASEL/Outreach:** Ext. 229

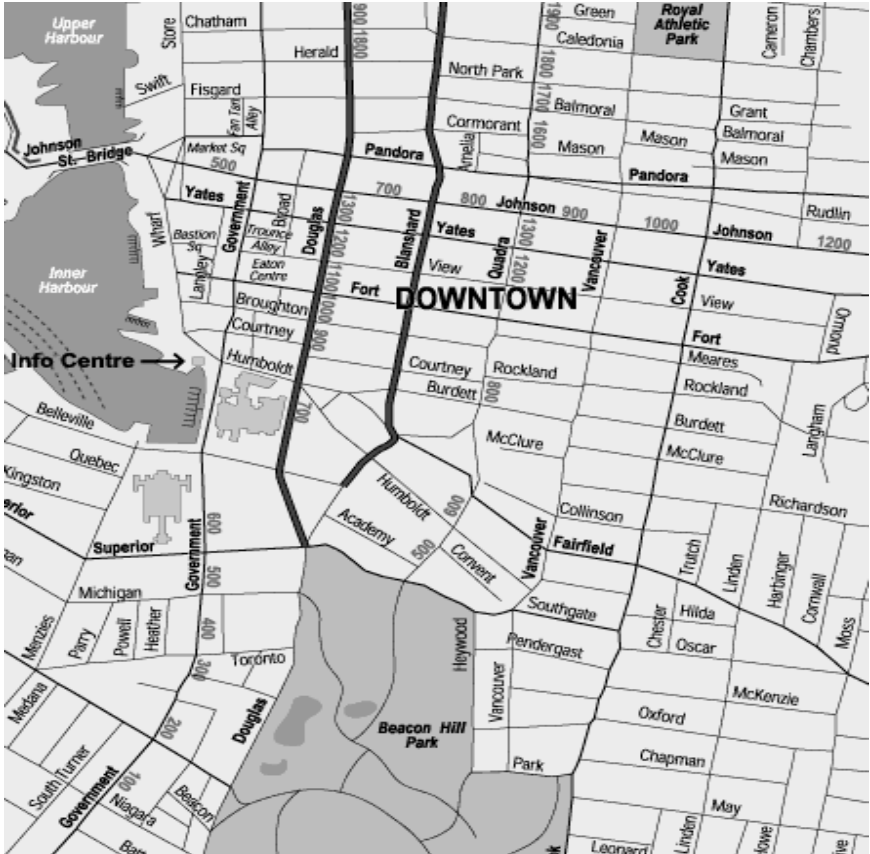
**Day Programs:** Ext. 229

**Billing Enquiries:** Ext. 225

**Volunteering:** Ext. 234

**Hairdresser:** Ext. 224

**Laundry Services:** Ext. 223



## ***Beckley Farm Lodge***

530 Simcoe Street  
VICTORIA, BC

***Beckley Farm Lodge*** may be reached from the airport, ferries and downtown Victoria by driving **south** on Douglas Street (Highway 1) to Superior Street. From Douglas, turn **right** on Superior and proceed **west** to Menzies Street. From Superior Street, turn **left** and proceed **south** on Menzies Street to the all-way stop at the intersection of Menzies, Toronto, and Simcoe Streets. Turn **left** on Simcoe Street (one way street) and proceed **east** to street number 530, on the left hand side of the street.