

# Key information

## Oak Manor, Shefford



### Home details

<b>Home name</b>	Oak Manor
<b>Contact information</b>	Harvest Rise, Shefford, Bedfordshire, SG17 5GE 01462 816170 oakmanor@mha.org.uk www.mha.org.uk/oakmanor
<b>Registered manager</b>	Cecilia Adamek
<b>Size of home</b>	64 beds

### Types of care

<b>Types of care we provide</b>	• Residential care	• Residential dementia care
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### Funding arrangements

- Self-funding residents accepted
- Local authority residents accepted

As part of the arrangement with the Local Authority you will be required to contribute an amount towards your care from your own resources (including Pension Credit). This is an arrangement between you and the Local Authority not the Care Home. Please be aware that a third party contribution may be required to meet any shortfall in this funding.

### Facilities and services available

<b>Accommodation</b>	<b>Shared facilities</b>
<ul style="list-style-type: none"><li>• Single rooms</li><li>• En suite wet rooms</li><li>• Furnished rooms</li><li>• Own furniture welcomed (must meet relevant British Safety Standards)</li><li>• Nurse call system</li><li>• Telephone points in bedroom</li><li>• Wall mounted television in room</li></ul>	<ul style="list-style-type: none"><li>• Coffee shop</li><li>• TV lounge</li><li>• Activity room</li><li>• Cinema room</li><li>• Hair salon</li><li>• Landscaped and secure gardens</li><li>• Patio areas</li></ul>

## Facilities and services available

### Food and drink

- All special dietary and religious requirements catered for
- Chefs fully trained on IDDSI framework
- Always two meal choices, plus other alternatives
- Specialist equipment and assistance as needed
- Snack menu – 24/7

### Additional services, provided free of charge

These services are provided free of charge and the cost does not form part of the weekly fee:

- Dedicated chaplain
- Music therapy

## Activities

Number of Activities Coordinators

Two

The Activity Coordinator(s) will plan regular activities, events and trips. These will vary by week and will cater for differing needs and abilities as far as possible.

### Regular activities (no extra cost) include:

- Armchair exercises
- Arts and crafts
- Bingo
- Church services
- Knitting
- Quizzes
- Regular external entertainers

## Staffing arrangements

Residents can specify male or female carers and depending on the gender mix of the team we will aim to meet this request.

### Typical staff deployment across the home

#### Typical staff levels - General residential care

We have capacity for a maximum of 32 residential residents, and at full occupancy our staffing levels would consist of:

- Day care: Four care assistants
- Night care: Two care assistants

#### Typical staff levels - Residential dementia care

We have capacity for a maximum of 32 residential dementia residents, and at full occupancy our staffing levels would consist of:

- Day care: Six care assistants
- Night care: Four care assistants

Please note that the actual level of care that each resident will receive in our home, will depend on their individual care needs and may fluctuate depending on the needs of residents at any given time.

Care staff are supported by a wider team including home and deputy managers, activity coordinators, maintenance, domestic team, catering team, administrators and chaplain who all supplement care.

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## Additional staffing arrangements

- 24-hour call system installed in all residents' rooms
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## Fees, charges and payments

### Self-funding fees (1 April 2024 to 31 March 2025)

#### Residential care

- Depending on the level of residential care required, gross weekly fees will range from: £1,393.86 (Single en suite, low care needs) to a maximum of £1,477.26 (Single en suite, high care needs)

#### Residential dementia care

- Depending on the level of residential dementia care required, gross weekly fees will range from: £1,435.55 (Single en suite, low care needs) to a maximum of £1,562.14 (Single en suite, high care needs)

These indicative fees are for guidance only and subject to the type of room chosen and a pre-admission individual care needs assessment, which is required to fully understand the level of care and support required.

### What's included in your fees?

The following items and services are included in your weekly fees:

- Accommodation
- All meals and refreshments
- Personal care in accordance with the individual Care Plan
- Cleaning of rooms, personal laundry (excluding dry cleaning), bed linen and towels
- Electricity, including heating and lighting
- Television licence, including personal use
- WiFi
- Insurance of personal items (subject to the insurance limit set out in residential care agreement)
- Activities and lifestyle programme

### What's not included in your fees?

The following extra items and services are not covered by the weekly fees, but we can arrange for them to be provided to you at a cost. You will be responsible for payment for extra items and services and we shall advise you of their cost beforehand.

- Hairdressing
- Personal purchases such as newspapers, magazines, stationery, confectionery and toiletries
- Clothing, shoes and slippers
- Installation of private telephone line, internet or cable TV connections
- In the absence of free provision by the NHS, the following may also be provided, but shall be charged in addition to the weekly fees:
  - Chiropody
  - Opticians
  - Dentistry
  - Other privately arranged health care

## Significant potential extra costs

In the event that NHS staff, your representatives or relatives are unable to provide you with an escort to hospital appointments, we will apply a charge for a care staff escort or nurse escort, plus any transport fees incurred. The current rates are published in the home.

## Fee reviews and changes

Fees are reviewed annually in April. We may also review our fees at any other time if:

- a change in law comes into force which impacts on our provision of the services and results in a significant increase in our costs of providing the services
- your care needs (as set out in the Care Plan) change and we make a change to the services you receive
- you request to change the type of room you occupy

We will give you at least 28 days' notice before the revised fees are payable, except where the type of room occupied changes. In this case the change to the fees is applicable from the date you move in to the new room.

Please see our Residential Care Agreement for further information.

## Minimum period for self-funding

We ask that any resident who is self-funding provide evidence that they will be able to pay their fees for a minimum period of two and a half years. Details of the financial information that we require is set out in the Residents Application Form which will be supplied at the same time as this key information document.

## Guarantors

We may require someone to act as a guarantor on behalf of the resident where the Residential Care Agreement is signed by someone other than the resident, their Power of Attorney or court appointed deputy.

## Upfront payments

We do not request any upfront payments, such as deposits.

Weekly fees will be collected every 4 weeks, in advance and applied to the resident's account. If the resident does not move in, advance payments of weekly fees will be fully refundable.

## Pet policy

Are residents able to have pets within the home?	No
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## Ratings

### Care Quality Commission (CQC) inspection rating:

Inspection date: 12 Apr 2021  
[www.cqc.org.uk/  
location/1-4459463847](http://www.cqc.org.uk/location/1-4459463847)

Inspected and rated

Good



### Food hygiene rating:

Inspection date: Jun-23

5

**Ratings are correct at time of printing (March 2024), please visit our website at [www.mha.org.uk/oakmanor](http://www.mha.org.uk/oakmanor) to check for more recent ratings.**

All information in this document is correct at time of print (March 2024).

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