

HERITAGE STAFFING NEWS

QUARTERLY STAFF NEWSLETTER



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WELCOME TO HERITAGE STAFF NEWS

Hello Everyone,

We hope this newsletter finds you well and thriving as we come to the end of 2023. Christmas is a wonderful time of the year and we would like to wish all of you a very Merry Christmas and a Happy New Year.

MEDICATION TRAINING

We had a medication training on the 25th of November anchored by our very own in house Registered Nurse Mrs Jane Uche-Okoro. In this training she explained background of domiciliary care and how it is saving the UK government millions of pounds due to the reduction in hospital admission, she also explained to staff the

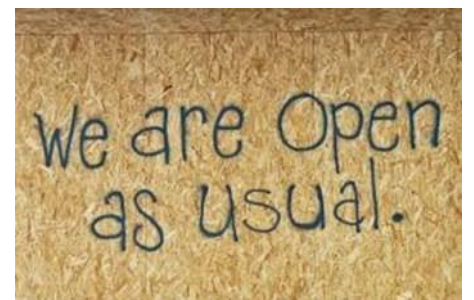
importance of administering medication and recording it properly in the MAR chart as such mistakes can close down the organization.



CHRISTMAS PARTY/ SECRET SANTA

Christmas is the most wonderful time of the year and also a time to say thank you to all of the Staff at Heritage Staffing Services Limited, who have contributed, in what ever way, throughout the year to the smooth

operation of our services. Unlike 2022 we have voted for a party this year 2023 and the party will be held on the 22nd of December at the office.



BUSINESS AS USUAL

It will be business as usual as the office will be open during the Christmas holidays with the exception of the bank holidays which are 25th and 26th everyone will be expected to come to work as usual except they have vacation already booked. At this time we expect all hands on deck in the event of any emergencies.

Performance Appraisal



Meeting

Due to the Christmas party we will not be having a staff meeting this month. Let us come together in a relaxed atmosphere and celebrate our wins for 2023.

PERFORMANCE APPRAISAL

The appraisal exercise for 2023 has come to an end. We thank all staff for your cooperation as we implemented the changes. We look forward to feedback on how the exercise went and look forward to a more seamless process in 2024.



If you have any questions or require further information on any of the topics mentioned in this newsletter or have ideas for further improvements, please do not hesitate to reach out to your manager or the HR department.

Thank you for your continued efforts and dedication to our mission of delivering quality person-centred care.

