

## Telephone Numbers

Overtonlea  
Levenwick  
Shetland ZE2 9HX  
Telephone: 01950 422455  
Fax: 01950 460776

Overtonlea Day Care: Tel. 01950 422466  
Overtonlea Care at Home: Tel. 01950 422485

Social Care  
Education and Social Care Department  
92 St Olaf Street  
Lerwick  
Shetland ZE1 0ES  
Telephone: 01595 744400

*If you need assistance outwith office hours:*  
*Telephone: 01595 695611*

Care Commission  
2nd Floor  
Charlotte House  
Commercial Road  
Lerwick  
Shetland ZE1 0HF  
Telephone: 01595 696661

March 2008

## OVERTONLEA Levenwick



Social Care  
Education and Social Care Department  
Shetland Islands Council



## What is Overtonlea?

Overtonlea is a Resource Centre for adults.

The Centre is purpose-built with 15 bedrooms. Each room has en-suite toilet, shower and wash hand basin. There are two lounges, one leading to the dining area and a separate lounge where clients can smoke - if they wish.

Friends and family are made welcome in the Centre at any time.

The day care unit is open 4 days a week (Monday to Thursday) and can accommodate 12 clients each day.

Decoration and furnishings are chosen in consultation with residents. New residents are encouraged to bring their own items of furniture and personal belongings into their room.



**PAT dog Sooty**

## Complaints

Overtonlea has a procedure to deal with any complaints you might have. This policy follows the guidelines laid down by the Care Commission and states clearly who to complain to and the length of time taken to respond to and deal with your concerns.

## Financial Aspects

Charges for residence and day care are subject to annual review by Shetland Islands Council and are in line with national regulations set by the Scottish Executive.

All charges are based on a full financial assessment carried out by an approved officer. A leaflet showing current charges is available and can be obtained from any Social Care office or residential home.



**Willie and Bliss**

## Where is Overtonlea?

Overtonlea is situated in Levenwick, with scenic views over the voe and the beautiful sandy beach.

## Who does it provide a service for?

Overtonlea currently provides long term residential care, short term or respite care, intensive community support at home and day services to any adult who has undergone an assessment.



Musical Entertainment  
from  
Sandwick JH School

## What can Overtonlea offer?

All residents are cared for to a very high standard, taking into account their individual needs. Those needs will be reflected in a personal care plan that puts the resident at the centre of care, giving them choice, respecting their privacy and maintaining their legal rights. This care plan will be reviewed after 6 weeks and thereafter 6 monthly or more frequently if required. The resident and if needed their family/representative will be involved in this review. Residents have a right of access to their care plan and other Social Care records about themselves.

Residents are encouraged to maintain their independence and existing skills and are encouraged to enhance and improve contacts with the wider community. To assist with this, Overtonlea has an active community involvement with musical evenings, bus trips and visitors are actively encouraged at all times.

Overtonlea is close to local facilities such as the Health Centre, Church, local hall, Post Office and shop. The mobile library also calls at the Centre.

## How do people access the service?

Referral is through an assessment. You can start this process off by directly asking for an assessment from the Social Care team based at 92 St Olaf Street, Lerwick - telephone 01595 744400, who will put you in touch with the duty Social Worker; or your health care team through health centre or nursing services.

Or ask directly at Overtonlea, where the staff will ensure a referral for assessment is made for you.



## What about Day Care?

The day care centre can accommodate up to 12 places and offers a variety of activities both individual and group based. The centre has its own lounge and kitchen areas.

Transport to and from the centre is available to day care users and can accommodate wheelchair users.



## What can Overtonlea offer cont?

Religious needs are met on an individual basis.

Residents are encouraged to benefit from residential living but privacy is respected at all times.

The needs of our residents are supported by a highly trained staff team. We work closely with the local health care team including local G.P.'s and Community Nurses and other specialist services such as Chiropody, MacMillan nurses etc.

A full meals service is offered with a wide choice to meet your needs. Individual choice on meal times and menu will be accommodated wherever possible. Residents are asked regularly about any changes to menus they would like and any special diets can be met.

## Who will help me once I am resident?

The staff are there to make sure that Overtonlea is your home and that your stay is comfortable, safe and your rights are respected.

Overtonlea has a Unit Manager, who will ensure, along with the rest of the staff, that your needs are assessed regularly and action is taken to ensure your care is of the highest standard.

The home operates a key worker system, which means you will be allocated a member of staff who will ensure that you are involved in all aspects of your care and who will pay particular attention to your individual needs ensuring these are met.



**Dora and Sooty**

Sooty has been assessed as a Pets As Therapy dog and she does 'miracles' to everyone she's in contact with.

## What are the rules?

Overtonlea tries to keep rules to a minimum as it is the residents' home, however we do need to observe some health and safety rules for the benefit of all. A no smoking policy is in place however there is a designated smoking area for residents only, this is to reduce the risk of fire and to make the environment as comfortable as possible for the non smoking residents and visitors.

Residents are encouraged to self-medicate but we can administer all medication when necessary and we will store medicines in a locked cupboard for safety.

You will also be assessed for any assistance you may require from care staff with mobility etc.

We encourage visitors to come as often as they like.

We may be able to accommodate pets, however our ability to cater for these will depend upon those already cared for within the home. If you wish to bring your pet please speak with the Unit Manager to discuss its needs and how it may be accommodated safely.