


ADMISSION

VERSION No	5	
REVIEWED BY	Mariana Philipova	
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1. Policy Statement

Choosing a suitable care home can be a difficult decision. When considering at Bendigo Nursing Home, we encourage people to visit the home at any time; this enables the home to be viewed at first hand and allows us to answer any questions. Our service user guide and brochure gives information on all the facilities on offer and other facets of the home in order to assist people with their choices.

2. Policy and Procedure

a) Before we can admit someone to the home our deputy manager or members of the qualified nursing staff who are trained for the task, completes an assessment of needs. The assessment considers whether we are able to offer the level of support, care and treatment the individual will need.

b) The assessment takes place in the person's home or in hospital, at a mutually convenient time. All relevant information is gathered from the individual, the family or carer and the multi-disciplinary team. Following this assessment, we make a decision based on:

- ✓ The person's past, present and future needs
- ✓ The person's mental capacity (in line with the *Mental Capacity Act*)
- ✓ The physical accommodation needed
- ✓ Staff implications
- ✓ Current resident population
- ✓ Registration considerations.

a) The assessment is an open document and can be read by the person in question as well as their next of kin or LPA (Lasting Power of Attorney). Each person is asked to complete or become involved in "Nothing about me without me", and families are invited to contribute where appropriate.

d) Admission

- i. The prospective service user's needs are discussed with the manager
- ii. Once we have agreed that the person's needs can be met, we invite them to be part of the home. The first month's stay is classified as a trial period. A care plan is written to cover this month's trial.
- iii. At the end of this first month, we conduct a review to ensure that all parties are satisfied that support, treatment and care should continue. If everyone is satisfied then we invite the individual to stay and a contract is drawn up. We respect the individual's right to change their mind at any time.
- iv. If the individual does not wish to stay during or after the trial period then we request and co-ordinate with the LA (Local Authorities) to provide assistance and support to them and their family in finding a more appropriate placement.
- v. A permanent individual care plan is made with each resident and the person's RGN Key Worker and is reviewed on a monthly basis unless circumstances and changes in care dictate that evaluation should take place more regularly.
- vi. A member of staff such as the HCA Key Worker (HCA KW) will assist the individual to unpack and help them to settle in.
- vii. The HCA KW and the homes administrative assistant will document items of clothing brought into the care home and take photographs.
- viii. An inventory of any personal belongings and furniture will be made and signed by the

resident and the admin staff member.

3. Emergency Admission

- b) An emergency admission can be accepted, provided the person or agency referring the resident is able to provide sufficient information for the person in charge to determine that the prospective resident has needs within the services and facilities offered by the home. The emergency agreement will state that the admission is short term and that the placement could only become long term after a full assessment and review is carried out.
- c) An RGN will come and discuss any concerns the prospective resident may have. The resident's medicines will be collected at this time and safely stored; these will be given out by a member of staff when they are due. We encourage residents to bring in personal items for their room; items of furniture will be considered and discussed fully with residents and their family depending on size and suitability in view of Health and Safety and mobility needs.
- d) Upon admission a member of staff will show the new resident (and their family, if relevant) around the home and introduce them to other residents, staff etc. Each resident is allocated two key workers, one RGN and one HCA to support them to settle in, especially over the first few days.
- e) Our services are carried out in a way that ensures that the security, privacy, respect and dignity of our residents is maintained to the fullest extent possible.

4. Training

From induction onwards and throughout their employment, staff are trained to recognise and meet residents' needs, treating them with dignity, and respect at all times.

Related Policies
Assessment of Need
Care and Support Planning
Dignity and Respect
Resident Contract