



## Assessment and Admission Procedure

Informal inquiries to the Manager are welcomed in the first instance and recorded on internal enquiry form. A copy of the home's brochure will be sent out automatically with any additional information requested.

Inquirers are encouraged to come and visit the place to assess whether Brightside Manor and the environment is suitable for them. If an inquirer is satisfied with the home, the Manager or a senior member of staff will complete service user's personal information (form HS1-PI). The Manager will subsequently make arrangements to assess the potential resident using the specifically designed form HS1-NA to ensure that all the Service User's needs have been identified and can be met by Brightside Manor. The assessor will refer to HS1G : Pre-admission assessment guide which is a helpful tool in when conducting the assessment. The assessment may be undertaken in the potential resident's home or in the hospital.

The assessment will take into account the following:-

• Personal Care
• Physical wellbeing
• Mental state & cognition
• Diet and weight
• Medication usage
• Continence
• Sight and hearing
• Communication
• Oral health
• Foot care
• Mobility
• Dexterity
• History of falls
• Personal safety and risk
• Pressure areas
• Injury or harm to self
• Injury or harm to others
• Management of finances
• Interests
• Family and social contact

### Pre-admission Assessment Information (HS1-PI & HS1-NA)

In the first instance, the pre-assessment information is received at the inquiry stage either from Social Services or other sources such as family, friends etc. During the assessment, information is gathered from hospital care plans/notes, GP notes, from family, Social Services etc. A copy of the Unified Assessment which forms part of the assessment process is requested from Social Services and should be available before the assessment whenever possible.

In very exceptional circumstances the assessment may have to be undertaken by phone instead due to geographical distance. However other aspects of the assessment process remain the same.

Based on the assessment, the Manager will determine as to whether the potential resident can be admitted. Any necessary equipment required will be made available before admission to ensure that the home is able to meet the needs. A formal offer letter confirming that that placement can be offered and that the home is able to meet the needs is then sent to the client with a copy to the referrer. Any referring agency will be required to send a contract with the agency accepting responsibility for funding. It is the responsibility of the referring agency or the hospital to arrange transport for the client. In the event that the placement is funded by private means a formal contract between the home and a responsible person as well as the service user (where possible) will be entered into prior to admission.

### **Admission**

It is the Home's policy not to admit anyone until placing agency's Care Plan is received. However, in cases of extreme emergencies to assist someone in desperate need exceptions may be made at the discretion of the Manager following an interim assessment in consultation with relevant agencies. In these circumstances, the care plan must be received within 48 hours.

Upon admission, a member of staff is allocated as "Key Worker" to assist the new service user settling in their room and in the home. The service user is introduced to other residents and staff. All staff present will make special time to chat to the new resident in turn. Their family is informed of their admission if they are not accompanied by them.

Their belongings are logged and checked for labelling with their name. Their medications are logged in line with the home's medication policy and procedure HS3.

Any other pertinent information brought in at the time of admission is dealt with as needed.

An entry will be made on the home's register immediately following admission and register with a local GP where necessary.