



ADMISSION



2022

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ESSENTIAL ISSUES IN THE PROCEDURE

The Health Act provides that all residents must be assessed immediately before or on admission

At Summerville Healthcare Comprehensive assessments are done no later than 48 hours after that resident's admission.

Care plans to be reviewed 4 monthly and revised if necessary.

Care plans made available to resident and residents family if agreed by the resident.

The Terms/Agreement (**Contract of Care**) is agreed in writing with each resident on admission.

The Terms/Agreement (**Contract of Care**) must state the services to be provided, fees to be charged for the services, and where appropriate the arrangement for the application for or receipt of financial support under the Nursing Homes Support Scheme and any other service the resident may choose to avail of and the relevant charges for these additional services.

All admissions should be conducted in a timely planned and safe manner.

New Residents who are lonely should receive support from staff.

Residents must be assured of their long term security as a resident in the home.

At Summerville Healthcare we acknowledge that all eligible men and women have the right to participate in the screening services. On admission all Residents who are eligible, by means of their gender, age or condition, are made aware of and supported to access, if they so wish, the National Screening Services. This will be documented in the residents care plan. These services include

- Breast Check (for women aged 50-69 years),
- Cervical Check (for women aged 25-60 years),
- Bowel Screen (for both men and women aged 60- 69 years) and Diabetic
- Retina Screen (for all persons with diabetes aged 12 years and older).

All Residents should be informed of the arrival of a new resident.

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Procedure Title:		ADMISSION inc CONTRACT FOR THE PROVISION OF SERVICES	
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12/03/2015	July 15 (1)	Residents with Dementia	3
01/01/2016	Jan 16 (2)	HIQA STANDARDS 2016	Throughout
25/05/2018	May 18 (3)	GDPR	Appendix
20/02/2019	Feb 19(4)	National Screening Services	Page 8
30/04/2020	April 2020(5)	COVID - 19	Page 14
12/04/2022	April 2022 (6)	Reintroduction of requirement for testing for fully vaccinated people before transfer or admission to LTRCF	Page 14 & 15
01/05/2022	May 2022 (7)	Reviewed	Throughout

1. INTRODUCTION

There are many reasons why people are faced with the major decision of entering a nursing home. Very few people, if any, enter a nursing home because they want to. Usually there is a factor beyond their control which forces this decision on them and/or their families. The negative feelings and thoughts that arise from the need to enter a nursing home are not necessarily because of the nursing home, but because of the possessions and freedoms that must be given up in order to enter. Also significant is the fact that there are very few people, if any, who are ever able to go back home after entering a nursing home facility. They have reached a point of no return, and this is hard for anyone to accept. This is a very traumatic event for many people. This must not be forgotten by nursing home staff.



2. LAW/ REGULATIONS/GUIDELINES

The law covering *Admission* is confined to the “Health Act 2007, SI 415 / 2013” Schedule 5 **National** Standards for Residential Care Settings for Older People in Ireland, 2016.

3. PURPOSE

The purpose of this procedure is to ensure that the numerous aspects of the HIQA Standards are brought together in a coherent manner to ensure that all the aspects are fully addressed.

Admission and discharge to the residential service is timely, planned in a safe manner, determined on the basis of fair and transparent criteria and placements are based on agreement for contract of care with the registered Provider. (2.8.5) National Standards for Residential Care Settings for Older People in Ireland, 2016)

At Summerville Healthcare as far as reasonably possible all new admissions will be carried out in a planned and safe manner, this includes a pre-admission assessment and all residents are provided with a contract of care detailing the services and fees provided.

See Policy and Procedure on Discharge

4. SCOPE

This is a written policy on admission, transfer and discharge from the residential service that takes account of the rights of residents and is consistent with these Standards and ensures that a resident’s needs are assessed prior to admission to a centre to ensure that the resident’s needs can be met by the centre. (2.8.1) National Standards for Residential Care Settings for Older People in Ireland, 2016)

- The Scope of this procedure covers Residents rights, pre admission, post admission, emergency admission, and pre-admission assessment, and post admission assessment, transfer and discharge induction of the resident and the contract of care.

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At Summerville Healthcare all written and electronic data held in the nursing home pertaining to the care and welfare of the resident as required by the Health Act 2007 and the HIQA Standards 2016. The contents of this Policy and Procedure is fully consistent with the HIQA Standards 2016 and this and other Policy and Procedures which guides the Nursing Home to provide the highest level of care to all residents.

See Policy and Procedure on Residents Rights.

5. RESPONSIBILITY

Responsibility for ensuring compliance with this procedure rests with the Person in Charge, the admitting Nurse and the Administration staff.

6. POLICY

Each resident is given the opportunity to visit the residential service before they make an informed decision and consent to stay there. Opportunities are provided to meet with a member of staff prior to admission, to discuss what the transition into the residential service will mean, and to discuss the application for admission. (2.8.2) National Standards for Residential Care Settings for Older People in Ireland, 2016)

There is a requirement that a Health Care Professional from Summerville Healthcare will carry out an assessment prior to admission, and inform the potential Resident of the transition process. New Residents are encouraged to visit the home prior to making a decision to stay there.

At Summerville Healthcare all new residents will be provided with:

- A contract
- The Residents Guide
- Statement of Purpose and Function is available at Nurses Station.
- A copy of the Homes Complaint policy.

7. PRIOR TO THE ARRIVAL OF A NEW RESIDENT

Individual assessments are completed before the person comes to live in the residential service. *(2.1.1) National Standards for Residential Care Settings for Older People in Ireland, 2016)*

See below Assessment Prior to Admission

Each resident is told about key aspects of service provision prior to their admission. In the case of emergency admissions, this is done as soon as possible after admission. *(2.8.9) National Standards for Residential Care Settings for Older People in Ireland, 2016)*

- At Summerville Healthcare in keeping with good practice the prospective resident is offered the opportunity of having a member of the clinical staff visit them in their own home or in hospital to discuss their transition to long term care. This will be the PIC (Director of Care).
- A **Pre Admission Form** will be completed and a **Barthel Assessment** will be carried out to determine dependency level of new resident and their suitability for our Home.
- In the case of emergency admissions, this is done as soon as possible after admission.

The prospective resident is informed of all fees payable including charges for activities and services that may have additional costs. *(2.8.12) National Standards for Residential Care Settings for Older People in Ireland, 2016)*

- At Summerville Healthcare a copy of the Residents Guide will be provided to the prospective Resident/ Relative, during their pre admission visit or during our staff visit to them.
- This guide contains details of services and the fees to be paid.
- At Summerville Healthcare all residents will be assessed for indicators of dementia at the pre admission/admission stage and immediately after admission.

8. ASSESSMENT OF NEW RESIDENT PRIOR TO ADMISSION

The Person in Charge will arrange a comprehensive assessment, Initial **Admission Assessment** by an appropriate health care professional of the health, personal and social care needs of a resident or a person who intends to be a resident immediately before or on the person's admission to a designated centre. *(SI 415 5(2) 2013)*

A member of the clinical staff will assess the health, personal and social care needs of a resident immediately before or on the Residents admission to the home.

At Summerville Healthcare we acknowledge that all eligible men and women have the right to participate in the screening services. On admission all Residents who are eligible, by means of their gender, age or condition, are made aware of and supported to access, if they so wish, the National Screening Services. This will be documented in the residents care plan.

These services include

- Breast Check (for women aged 50-69 years),
- Cervical Check (for women aged 25-60 years),
- Bowel Screen (for both men and women aged 60- 69 years) and Diabetic
- Retina Screen (for all persons with diabetes aged 12 years and older).

In order to ensure continuity of care, prior to, or at the time of admission

Each resident has a Care Plan that takes account of all aspects of their physical and mental health, personal and social care needs and any supports required to meet those needs, as identified in ongoing assessment. *(2.1.4) National Standards for Residential Care Settings for Older People in Ireland, 2016)*

- The accessing professional will decide which assessment tools to use.
- A potential resident, with their family's/representative's support, can participate in the assessment if they so choose.

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- At Summerville Healthcare prior to Admission the Person in Charge will review a potential resident for suitability.
- A Care Plan will be developed within 48 hours of admission and will be formally reviewed at intervals not exceeding 4 months.

9. PREPARATION FOR THE ARRIVAL OF A NEW RESIDENT

Prior to admission all new residents will be approved for suitability by the person in Charge.

Where Fair Deal does not apply, a fee will be established by the Administrator, based on current prices, dependency level and any other factors as necessary.

Where the Fair Deal is applicable the Administrator will agree the “difference” to be paid by the resident & representatives and the method of payment. This arrangement will be entered in the **Contract of Care**.

The Resident’s room is prepared and checked by the nurse.

10. THE ARRIVAL OF THE NEW RESIDENT

At Summerville Healthcare we ensure that all staff welcome the new Resident.

Resident and family will be shown around and introduced to staff and other residents as applicable, preferably by the Person in Charge.

Facilities available, times of events, etc. given to new resident.

Establish how the new resident likes to be addressed, introduce the resident by this name to staff. Record the residents preferred mode of address on the Residents Care Plan.

Assist new Resident with “settling in” to their new room, showing them the call bell, en-suite, etc.

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The new resident will be advised of the complaint procedure, the advocacy process and the Residents Council Meetings.

At Summerville Healthcare once a new resident has selected a GP, the GP will be informed and will be requested to visit the resident for initial assessment within 72 hours of being informed.

(All) Residents are informed of new admissions, with due regard to the rights of the applicant for admission. *(2.8.8) National Standards for Residential Care Settings for Older People in Ireland, 2016)*

Induction of a New Resident

- In the course of the first days, weeks the resident can be introduced to other residents, particularly those with common interests. No “pressure” will be exerted on the new resident.
- All residents will be informed of the arrival of the new resident.

Appropriate supports are available for residents to deal with issues such as loneliness and adjustment to a new environment. *(2.8.10) National Standards for Residential Care Settings for Older People in Ireland, 2016).*

- At Summerville Healthcare as far as reasonably practical staff will endeavour to provide support to those who are identified as lonely or concerned and assist them to adjust to their new environment.

11. ASSESSMENT & CARE PLANNING

The person in charge ensures that each resident is informed about what personal information is being maintained by the service, who has access to this information, including other professionals and how the resident can access their personal information in line with legislative requirements. *(1.5.7) National Standards for Residential Care Settings for Older People in Ireland, 2016)*

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- At the time of the first assessment of the resident the assessing nurse will inform the resident what personal information is being maintained by the service, who has access to this information, including other professionals and how the resident can access their personal information.
- We will ensure that the collection, analysis, use and sharing of all data collected in the Home is in compliance with legislation, national standards and guidance.
- The new resident must be consulted on what information can be given to relatives/representatives. It must also be established if there are people whom the resident does not wish to visit them. A record of this consultation and the outcome must be maintained on the **Care Plan**.

Each Resident is consulted with, supported and involved in the planning for their transition from their current living arrangements into residential services. *(2.8.4) National Standards for Residential Care Settings for Older People in Ireland, 2016).*

Each Resident is consulted by the PiC/Nurse at the time of pre-assessment to establish the support the Resident requires.

Non-emergency transitions between services provide continuity in resident's lives and seek to avoid or minimise any disruption of the person's life and this is reflected in their individual Care Plan. *(2.8.4) National Standards for Residential Care Settings for Older People in Ireland, 2016)*

At Summerville Healthcare in order to minimise disruption to the new Resident the Person in Charge of the home will ensure that all relevant information about the resident is provided to the home on or prior to admission and is included on their Care Plan and is used to lessen interruption to the transition of the resident from other service to their new home.

In accordance with the residents wishes the assessment findings are communicated to the resident/family/representative.

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With the resident's permission care/treatment is explained to the resident/representative along with the advantages and disadvantages in order to make informed choices.

The Person in Charge will prepare a Care Plan, based on the assessments referred to below for the resident no later than 48 hours after that resident's admission to the Home.

The following is the list of tools used at Summerville Healthcare

- Continence Assessment
- Comprehensive assessment
- Canard's Falls Risk
- MMSE
- MUST
- Braden
- Oral Cavity
- Missing Persons Profile
- Dependency Rating Scale
- Pain Chart

NOTE: Reviews of the residents care needs must take place as the resident's needs change, but these should not be at a frequency greater than four months.

12. COMMENCEMENT OF THE CARING PROCESS

- At Summerville Healthcare the residents wishes regarding their care and treatment is discussed and as far as possible is implemented.
- In accordance with the residents wishes the assessment findings are communicated to the resident/family/representative, along with the advantages and disadvantages of any treatment, in order to make informed choices.

Each resident living in the residential service on a long-stay basis enjoys the security of a permanent home and is not required to leave

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against their wishes unless there are compelling reasons for the move.

Each resident is consulted with in advance of any move. *(2.8.13) National Standards for Residential Care Settings for Older People in Ireland, 2016)*

- At Summerville Healthcare each Resident can be assured as to the security of their residency, at our home unless there is a major breach of the contract, or the home can no longer provide the required care to the resident.

Each resident has a lifestyle in the residential service that is consistent with their previous routines, expectations and preferences, and satisfies their social, cultural, language, religious and recreational interests and needs where possible. Daily routines of the residential service, including meal times and bed times, are solely dictated by the needs of residents. *(2.8.11) National Standards for Residential Care Settings for Older People in Ireland, 2016)*

Every effort will be made by Summerville Healthcare to accommodate the social, cultural, language and religious needs of the Resident this will include as far as is possible:

- Visiting clergy
- Religious services
- Interpreters
- Social Workers

At Summerville Healthcare as far as possible daily routines will be in keeping with the residents past experiences as will their expectations and preferences. This will include:

- Meal times
- Rising and going to bed
- Preference as to how the resident spends their time.

In addition:

- Create **Nurses Narrative Notes.**
- Advise kitchen of special diets using **Special Diets Form**

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- All Care Plans are available to the resident and to the resident's relatives with the resident's permission.

13. THE CONTRACT FOR THE PROVISION OF SERVICES

Offer Contract of Care to Resident / Relative/ Representative on admission.

In accordance with the Health Act 2007 we will ensure that:

The registered provider shall agree in writing with each resident, on the admission of that resident to the home, the terms on which that resident shall reside in the Home.

The agreement shall relate to the care and welfare of the resident in the home and include details of:

- The services to be provided, whether under the Nursing Homes Support Scheme or otherwise, to the resident concerned,
- The fees, if any, to be charged for such services
- Where appropriate, the arrangements for the application for or receipt of financial support under the Nursing Homes Support Scheme,
- Including the arrangements for the payment or refund of money, or
- Any other service of which the resident may choose to avail of but which is not included in the Nursing Homes Support Scheme or to which the resident is not entitled under any other health entitlement.

Each resident signs an agreement for contract of care, in an accessible format, with the registered provider. If a resident is unable or chooses not to sign, this is recorded. *(2.8.6) National Standards for Residential Care Settings for Older People in Ireland, 2016)*

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At Summerville Healthcare all Residents must sign a contract of care on admission and if they choose not to sign this will be recorded on the contract by the Provider/PiC.

The agreement provides for and is consistent with the assessment, the service's statement of purpose and the individual Care Plan. (2.8.7)

National Standards for Residential Care Settings for Older People in Ireland, 2016)

At Summerville Healthcare each contract shall be specific to the named resident and will provide for any additional costs associated with their care. These fees will be included in the contract and will be reflective of the Residents Care Plan.

14. PROCEDURE FOR TESTING OF RESIDENTS PRE-TRANSFER/ADMISSION

- For other people being transferred from an acute hospital to our Home, the hospital should arrange for the person to be swabbed in the three days before transfer.
- If a person is being admitted to the Nursing Home from home, where possible, the GP should arrange for the person to be swabbed within the three days before admission. This can be done using Healthlink. If the person cannot travel to the test centre, a home test can be ordered by clicking on the 'no transport available' option as shown on the screenshot below (Figure 1).

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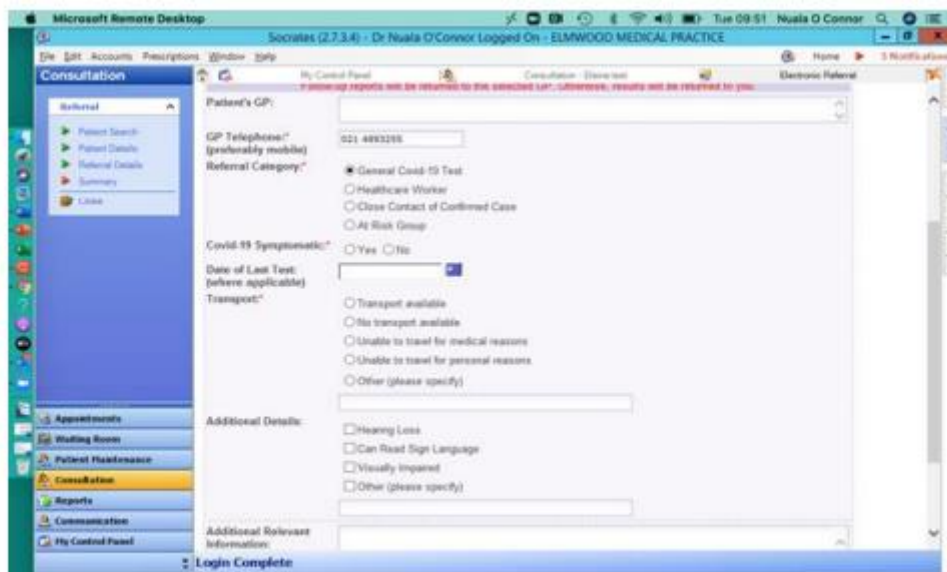


Figure 1. Snapshot of Health link web page

If a test pre-admission cannot be arranged, including for urgent admissions, the person should be admitted as planned. If the person has not had booster vaccination, the person will need to be isolated, with full contact and droplet precautions until the result of the test is available.

We can arrange swabbing after admission.

This can be done by the person's own GP or the GP/Medical Officer who provides medical care for the residents in our Home. If the sample is reported not detected, the precautions that apply are those that apply to a person with sample reported not-detected before admission.

15. EMERGENCY ADMISSIONS

An Emergency admission is an admission that is unplanned, unprepared or not consented to in advance. (*HIQA National Quality Standards for Residential Care Settings Glossary of Terms*)

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Where a resident has been admitted to the residential care setting in an emergency, they are given time and information in order to decide whether or not to remain in the residential care setting on a long-term basis. (2.8.3) National Standards for Residential Care Settings for Older People in Ireland, 2016)

At Summerville Healthcare Emergency's will be avoided if possible, however Residents admitted as an emergency will be provided with the Residents Guide, and will be provided with sufficient time to discuss their long term admission with relatives and other concerned parties.

Each resident is told about key aspects of service provision prior to their admission. In the case of emergency admissions, this is done as soon as possible after admission. (2.8.9) National Standards for Residential Care Settings for Older People in Ireland, 2016)

- Residents will be provided with the Residents Guide prior to admission or no later than 24 hours after the emergency admission the new resident/family/representative must be informed of the key aspects of the service contained in the Residents Guide. Offer the resident access to **independent advocate** and note in Admission form.
- Emergency admissions will be avoided if possible but will never be accepted later than 6pm.
- The resident should be encouraged to avoid making any irrevocable decision during this period.

Each resident is kept informed and consulted about the day-to-day Operations and developments in the residential service. (1.5.6) National Standards for Residential Care Settings for Older People in Ireland, 2016)

At Summerville Healthcare the PiC is invited to residents' meetings to present a report on the day-to-day operations and developments and will consult the meeting as to matters pertaining to the operation of the home.

16. GDPR 2018 ACT

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We will ensure that the collection, analysis, use and sharing of all data collected in our Home is in compliance with legislation, national standards and guidance. This now also includes the GDPR 2018 Regulations.

We will ensure that the collection, analysis, use and sharing of all data collected in the Home is in compliance with legislation, national standards and guidance. The amount and extent of information required to be collected and processed for admissions is vast. The majority of this information would constitute '*special categories of personal data*' and therefore may present a higher risk to the data subject should there be a data breach.

The actual physical admission of a resident to the Home can be the last step in a lengthy process of information gathering connected to that admission. A standardised process for the collection, filing, storage, sharing, retention and destruction will mitigate the risk.

17. NATIONAL SCREENING

Summerville Healthcare understands that all of the screening programmes operate by inviting eligible residents to participate on an active call, recall basis. The invitations are managed by each of the national programmes and residents who may be eligible to participate would first need to receive a letter of invitation.

Each resident is told about key aspects of our home's services and the facilities at the home prior to their admission.

Where a Resident has difficulty understanding any information they will be assisted by member of staff or by residents advocate.

At Summerville Healthcare we acknowledge that all eligible men and women have the right to participate in the screening services. On admission all Residents who are eligible, by means of their gender, age or condition, are made aware of and supported to access, if they so wish, the National Screening Services. This will be documented in the residents care plan.

These services include

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- Breast Check (for women aged 50-69 years),
- Cervical Check (for women aged 25-60 years),
- Bowel Screen (for both men and women aged 60- 69 years) and Diabetic
- Retina Screen (for all persons with diabetes aged 12 years and older).

Summerville Healthcare on admission will ensure the new resident is aware of the national programmes and it will be noted if they have received any letters of invitation either before or following admission to our home; it will also be noted whether they have a history of participating or not participating in each of the eligible programmes and establishing their preference for participating in future programmes (N.B. this will have to be reviewed again at the time of invitation).

This will be done via a specific discussion with each resident and it will be documented in their residents' record (see sample record in appendix 1).

Additional information will be sought from the resident's nominated representatives and/ or in conjunction with their GP to establish whether they have participated in the past and when the next appointment/ invitation falls due.

18. AUDIT

- At Summerville Healthcare an annual Audit will be carried out by the PiC or nominated person.
- The results of the Audit will be brought to the attention of the **Quality Improvement Meeting** for analysis.
- An Audit Tool is provided for this Procedure as Part of the Quality Management System.

Appendix 1

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Template resident record for use in recording discussions about the National Screening Programmes

Residents Name:		Date Completed:	
Age:		Diabetes Diagnosis:	Yes / No Please circle
Name of Programme:	Eligible (please circle appropriately)	Previous Participation (please circle)	Information Source: (E.g.GP/Family/Nominated representative)
Breast Check	Yes / No	Yes / No Unknown	
Cervical Check	Yes / No	Yes / No Unknown	
Bowel Screen	Yes / No	Yes / No Unknown	
Diabetic Retina Screen	Yes / No	Yes / No Unknown	

Details of Discussion Held: (including persons present)

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Details of any additional actions required / taken

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Assistance required to participate	Yes / No (please circle)	Care plan Required	Yes / No (please circle)
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NAME OF STAFF MEMBER	SIGNATURE
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Bibliography

Health Act 2007, SI 415 / 2013

*The National Standards for Residential Care Settings for Older People in Ireland.
Dublin: Health Information and Quality Authority. 2016*