

# **RESIDENT ADMISSION PROCEDURE**

## **1. Aim of the procedure**

The aim of this procedure is to determine the rules applicable in the event of admission of a Resident.

## **2. Scope**

The procedure refers to all residents registered at the Senior Care Home, persons waiting for admission, and shall be binding for the social worker, nurse on duty and all employees with direct contact with Residents, according to their job description.

## **3. Competences and responsibility**

3.1 Social worker – shall be competent to settle all matters related to the admission of a new person and shall be responsible for appropriate atmosphere and whole range of matters connected with the admission and adaptation of Residents.

3.2 Nurse on duty – competences according to the job description of a nurse on duty, responsibility for particularly kind and human reception of Residents as well as a diligent and precise preparation of complete documentation.

## **4. Description of the procedure**

4.1 A social worker will read medical records of a Resident-to-be, submitted by the Resident or family.

4.2 Based on the obtained information, the social worker, together with a care therapy team coordinator, psychologist and nurse, shall agree upon a room where the new resident is supposed to stay. After the adaptation period, the room may be changed upon the resident's request.

4.3 Before a new resident arrives, a team manager, together with staff, shall prepare the room:

- cleaning,
- furniture,
- technical check of appliances.

## **5. Procedure on the day when a new resident arrives**

New resident is welcomed and received by:

- Home Manager and Care Therapy Team Coordinator,
- Social Worker,
- Team Manager.

### **5.1 Home Manager:**

-shall conclude civil law agreement with the new resident, including all necessary appendices, on behalf of the Home owner.

### **5.2 Nurse:**

- shall register the resident at the GP outpatient clinic,
- shall create medical documentation – medical case record.

### **5.3 Team Staff:**

- shall present the room,
- shall introduce new resident to the co-residents,
- shall provide new resident with the information on the day schedule, shall show the new resident around the facility,
- upon resident's request, shall make a list of their personal belongings.

### **5.4 Social Worker:**

- shall submit documents with the rules applicable at the Home, to be read for and accepted by a resident or a legal guardian,
- shall set up resident's personal file,
- shall register the resident for a temporary stay,
- shall add the Resident to the list of Residents, which shall be reflected in temporary resident registration, and shall inform the nutritionist about change in the number of meals.

## **6. Qualification team**

In accordance with their duties, they shall initiate actions to choose a frontline social worker for a new resident, taking into account his/her preferences.

## **7. Rehabilitation team**

In accordance with their duties, they shall initiate actions to develop an individual support plan for the new resident.

### **Appendices:**

Agreement - form

Appendix No. 1 – Resident's Personal Data Form

Appendix No. 2 – Resident's medical chart

Appendix No. 3 – Documents and personal belongings required upon admission to the Senior Care Home in Brenna