

ABBEYFIELD PERTH SOCIETY - ADMISSION POLICY

1. Applicant requests information and application form for both respite and permanent accommodation.
2. Information booklet, application form and admission policy are sent to prospective applicant - applicant is invited to visit the House and speak with residents/staff.
3. On receipt of completed application form and discussions with appropriate family member/agencies, a priority rating form is completed
4. Once the applicant has decided to come to Viewlands House/Rio, the Manager and a member of the Executive Committee will visit him/her in his/her own home. All applicants who wish permanent residence are invited to come for a 4 week initial assessment period. If a home visit is impractical due to geographical situation, discussions take place with the appropriate relative/potential resident/professional to ascertain suitability for admission on a four week assessment basis.
5. A Pre-Admission Assessment is completed with the prospective resident and Abbeyfield Perth Society representative at the home visit. The Assessment is signed by the resident/advocate and the Abbeyfield Perth Society representative. A copy of the Pre-Admission assessment is offered to the resident.
6. The prospective resident is given the opportunity to view the contract that is made between him/herself and the Society prior to admission.
7. The potential resident is encouraged to contact Social Work Services or the local Council to ensure that they have the information about the appropriate benefits to which he/she may be entitled.
8. Applicant can bring small articles in to make rooms homely. The Society can furnish the room for the 4 week assessment period.
9. Care Plans are completed based upon the Pre-Admission Assessment.
10. A second Assessment is carried out towards the end of the 4 week initial assessment period.
This involves the resident/relative and staff member. The General Practitioner is sent a medical report to complete. If the resident feels comfortable and is at home in Viewlands House/Rio, he/she is then offered a permanent residency. The resident is given the opportunity to see and discuss the permanent contract prior to acceptance of permanent residence.
11. If there is a choice of room the resident is given this.
12. The resident is invited to furnish his/her room.
13. List of resident's furnishings and valuables is recorded (Viewlands House only).

14. On admission, the new resident is introduced to the other residents and staff, and is shown the dining room, lounges etc. The running of the House is discussed with him/her.
15. The resident is informed that there is a 3 monthly review of Care Plans and a 6 monthly review of assessment. Both Care Plans and Assessment Reviews can be carried out more frequently if required. (Viewlands House only). An annual review is carried out at Rio or more frequently if required.
16. Residents/Relatives are informed about their right of access to Resident Records.
17. All resident admission details are recorded in the respite admission book. If the residency becomes permanent, the details are transferred to permanent register. (Viewlands House only). At Rio the resident's details are entered into the admission register.
18. A resident may be asked to consider a move to a new room only in exceptional circumstances. E.g.
 - a) the room requires refurbishing,
 - b) another room may be more suitable in meeting the resident's needs,
 - c) if disruption is being caused and may be alleviated if a move is agreed.A new tenancy agreement will be issued if the move is a permanent one.

(November 2004)

Priority Rating Admission Scoring System

Name

Date of Birth

Section A

SEX	Female	1
	Male	2

AGE	65 - 74	1
	75 - 80	2
	81 - 84	3
	85 - 90	4
	90+	5

SOCIAL / LONELINESS	Active	1
	Semi	2
	Limited	3
	Isolated	4

CARERSNEEDS	None	1
	Minimum	2
	Moderate	3
	Maximum	4

Total

Section B

MOBILITY *	Fully	0
	Stick	1
	2 x Sticks	2
	Zimmer	3
	Wheelchair	4
	Assistance with any	+1

CONTINENCE *	Fully	0
	Occasional Urine	1
	Catheter	2
	Incontinent Urine	3
	Double Incontinent	4

PERSONAL CARE NEEDS *	Self Caring	0
	Minimum	1
	Moderate	2
	Total	3

DEMENTIA *	None	0
	Slight	1
	Moderate	2
	Severe	3

Total

Length of time on Waiting list

(09/03)