

## **TERMS AND CONDITIONS OF ADMISSION**

### **1. CONTRACT STATEMENT.**

This document sets out the respective rights and responsibilities of both the Coach House Nursing Home and the client, relating to residence within the nursing home. We endeavour to provide a comfortable and happy home and it is our sincere hope that clients will enjoy living here. We will do everything possible to respect the rights of our clients, particularly by observing the values of privacy, dignity, independence, choice, civil rights and fulfilment which can be threatened by living in a communal environment and having to cope with disabilities.

We recognise that providing good care is a co-operative process and we will attempt to consult clients and where appropriate their relatives, friends and representatives at all times and as fully as possible.

This document should be read and entered into in the light of these principles.

### **2. MEDICAL.**

The home maintains a clear policy and stringent procedures in accordance with Department of Health guidelines for all aspects of the handling of client's medication.

Where a client opts to register privately with a Doctor the supply of drugs and medications will also be private and the appropriate charge will be made. Clients treated under the N.H.S will receive all drugs and medications under the N.H.S.

### **3. FINANCIAL.**

- A) Room ..... is charged at £ ..... per week + FNC if applicable, payable four weeks in advance from date of admission, preferably by bank transfer, standing order or cheque.
- B) Fees are subject to periodic reviews.
- C) Fees include all care and accommodation, food and drink, heat and light, and all laundry including personal clothing. Fees do not cover the cost of newspapers and periodicals, hairdressing, dry cleaning, chiropody, treatment by dentists, opticians and physiotherapists, or the purchase of clothing, personal effects and toiletries.
- D) The Funded Nursing Care Contribution monies paid directly to the home monthly by the Health Authority will be retained as revenue by the home for all clients receiving nursing care.
- E) While the management are always willing to discuss with and where possible advise clients on financial matters, they cannot accept responsibility for any clients personal finances.

#### **4. GENERAL.**

- A) The home undertakes to make available sufficient staff to meet the clients care needs. A full assessment of needs will be undertaken before admission and these needs reviewed regularly. A care plan will be drawn up with the full involvement of the client and in turn reviewed at least monthly. The care plan will set out in detail the action needed to be taken by care staff to ensure that all aspects of the health, personal and social life of the client are met.
- B) Our insurance cover insures your personal effects up to the maximum of £500.00 We can accept no responsibility beyond this amount, and the cover is only effective for items listed and costed by the client or, his/her agent and deposited with the management on admission.
- C) The home will ensure as far as practical the health, safety and welfare of clients, including compliance with relevant legislation and the Department of Health guidelines. To comply with fire regulations and for the safety and comfort of other clients and staff, smoking is not permitted within the home.
- D) The home has a complaints procedure, which is available upon request. Any complaint made by or on behalf of a client will be investigated and dealt with under this procedure.

#### **3. RESIDENCY & TERMINATION.**

- A) Residence in the home for the first six weeks will be on a trial basis, thereafter residency is regarded as being permanent. If during or at the end of the trial period either the client or the home regards the arrangement as unlikely to be satisfactory for the long term, residence can be terminated with reasonable notice, not less than one week, from either party wherein the client will vacate the home at the agreed time.
- B) Residence in the home does not constitute tenancy within the meaning of the Rent Act, therefore we reserve the right to terminate the licence to occupy a bed or room on formal written notice of four weeks.
- C) In the event that a client wishes to leave the home before then formal written notice of four weeks must be given. A shorter period of notice may be given in exceptional circumstances; this does not apply to clients whose stay is for a pre-determined period.
- D) If a client is hospitalised or vacates their room temporarily, for a holiday, the full amount of the fees remain due.
- E) The client or client's representative who signs this agreement assumes personal responsibility and liability to pay all fees, charges, etc as may be claimed under this agreement on demand. If the client's affairs are managed by the Court of Protection, his/her representative undertakes to accept responsibility for any debts accruing to the home before and whilst the resident's affairs are being processed by the court.

- F) In the event of non-payment of fees, the client may, upon written notice, be asked to vacate the home unless full payment is received within seven days. Any outstanding fees plus accrued interest at current County Court rates will then be recovered through the courts.
- G) In the event of the death of a client, fees remain due or if payment has been made, they are charged or refunded in whole weeks only, solely from the time the room is cleared of all personal possessions and becomes available to be re-let.
- H) The maximum permitted allowance for the clearance of personal belongings is 10 days, commencing on the day following death. Any items uncollected after this period will be removed, stored and ultimately disposed of after a further 14 day period. Removal, Storage and disposal costs apply and charges will be levied against the estate or the nominated representative.
- I) In certain extenuating circumstances permission may be sort in writing to extend the prescribed periods, though additional charges will apply. A full tariff of fees is available in the Homes Statement of Purpose located in reception.

NAME OF RESIDENT:- .....

DATE OF ADMISSION:- .....

NAME OF PERSON  
RESPONSIBLE FOR FEES:- .....

I HAVE READ AND ACCEPT  
THE TERMS OF ADMISSION:- .....

NAME, SIGNATURE & DATE  
OF HOMES REPRESENTATIVE :- .....