



**GIG**  
CYMRU  
**NHS**  
WALES

**Bwrdd Iechyd Prifysgol**  
**Aneurin Bevan**  
**University Health Board**

## COMPLEX NEEDS BOOKLET

**Name & Address:**  
Addressograph

NHS No:

Local Authority No:

Hospital No:

Other No:

Date:

Borough:

### Legend:

**Red section** to be completed within 5 days of complex needs being identified within Booklet 1 – Patient Care Record.

**Yellow section** to be completed following a discussion with MDT.

**Blue section** to be completed for Complex Discharge.

### Continuing NHS Care Categories

Please complete, if appropriate.

Fast Track	( )
Palliative	( )
Mental Health	( )
Learning Disability	( )
General	( )

Status: Issue 1

Approved by: Nursing Director

Owner: Nursing Director

Issue Date: December 2009

Review Date: December 2010

Number: 1

Bwrdd Iechyd Prifysgol Aneurin Bevan yw enw gweithredol Bwrdd Iechyd Lleol Prifysgol Aneurin Bevan  
Aneurin Bevan University Health Board is the operational name of Aneurin Bevan University Local Health Board

**NHS No:**

**Name:**

**DOB**

**Page 1 of 30**

**UACM: Individual's Perspective**

Assessor:

Date:

Please give a description of person's perspective, in their own words, consider:

- Expectations, needs, strengths, abilities & motivation
- Specific cultural, spiritual or social preferences
- Worries & / or concerns
- Need for information about their condition, rights, responsibilities, available help
- Any issues with current care arrangements
- Any unmet needs
- Any risks identified by the individual

If person is unable to comment, please state this:

**UACM: Carer's Perspective**

Assessor:

Date:

Is there a carer? Yes / No if yes, please provide details below.

Name of Carer:

Date:

Please give a description, considering the following, in the carers own words:

- What support does carer provide and how often?
- Health issues arising from caring role e.g Physical difficulties
- Psychological difficulties or pressures arising from caring, include grief, shock, inadequacy
- Issues arising from caring, include clashes with employment, child care, leisure activities
- What assistance does carer require to support them e.g respite, training
- Strengths, expectations, motivation, perception of needs and user's needs

Identify evidence, risks to independence and the source of the information.

Ask carer if they require a Carers Assessment? Yes / No / Declined

If Yes, date of referral to Local Authority for an assessment:

Has a carer's information pack been offered? Yes / No / Declined

NHS No:

Name:

DOB

Page 3 of 30

**Access:** to accommodationIn accommodation

Lift Y / N / NA

Toilet Bedroom Bathroom

Steps to building ( )

Upstairs ( ) ( ) ( )

Slope to building ( )

Downstairs ( ) ( ) ( )

Hand rail outside ( )

Both ( ) ( ) ( )

Handrail inside ( )

Lt / Rt going up

Stair lift: Y / N NA

Cooking facilities:

Heating: Central heating / Electric / Gas fire / None / Other:

Emergency communication: Telephone / Pendant alarm / Pull cord

Other forms of Assistive Technology:

Does person need help to remain at home & / or have long term medical equipment needs,  
e.g. long term bed, pressure relieving equipment? Yes / No if yes, please specify

**Professionals / Agencies Involved:** Further information on services being received:

Type of Service	✓ if received	Contact name, number, organisation & start date
Social Care		
Community Nurses		
GP		
Practice Nurse		
CPN		
Home Care		
Occupational Therapy		
Physiotherapy		
Podiatrist/Chiropody		
Dietitian		
Attendance at Day Centre		

Attendance at Day Hospital		
Respite Care		
Palliative Care		
Complex Care Team		
Re-ablement Team		
Rapid Response Team		
Any Others:		

**Other Professionals or Agencies Used:** consider care co-ordinator, IMCA, Lasting Power of Attorney, DOL Best Interest Assessor, advocate, interpreter, dentist, optician, pharmacist etc.

Name:	Role:
Organisation:	Tel:
Name:	Role:
Organisation:	Tel:
Name:	Role:
Organisation:	Tel:
Name:	Role:
Organisation:	Tel:
Name:	Role:
Organisation:	Tel:
Name:	Role:
Organisation:	Tel:

### Further Information on Medication

Information recorded by:

Date:

Is person able to take medicines without help ? Yes / No

Consider injections, eye drops, inhalers, topical applications (creams) etc.

If no, who will give this help, also consider prompt or assistance needed: eg. relatives, formal carer

Does person:-

Comments

Have difficulties with dexterity	Yes / No	
Have difficulties with swallowing	Yes / No	
Need assistance with administration	Yes / No	
Have difficulty remembering to take medication	Yes / No	
Need help getting a regular supply of medicines	Yes / No	
Get confused with the medication	Yes / No	
Have difficulties reading the label	Yes / No	

Does person require a referral to a Pharmacist for an appropriate method of dispensing &amp; advice re: medication? Yes / No

Referred to Pharmacist? Yes / No

Name of medicine, dose, route & frequency, if known	Prescribed = P Over Counter = OC	Comments, including qualification of staff required

**Any Additional Information:** include voluntary organisations involved

--

**Record of Specialist Referrals Made:**

Referral made to:- Name & Profession	Reason for Referral & Assessment	Date of Referral	Referral made by:-

**Information Collected by:**

Name:	Signature:
Role / Designation:	
Hospital / Organisation:	
Contact No:	Date:
<b>Completed &amp; agreed with:</b>	(named person / carer)

NHS No:

Name:

DOB

Page 7 of 30

**UACM: Specialist Assessment Log****Professionals - please give details of your involvement, including contact details.**

Date of Assessment:

Name of Assessor:

Profession:	Needs Identified	Actions
Organisation:		
Contact No:		

Date of Assessment:

Name of Assessor:

Profession:	Needs Identified	Actions
Organisation:		
Contact No:		

Date of Assessment:

Name of Assessor:

Profession:	Needs Identified	Actions
Organisation:		
Contact No:		

NHS No:

Name:

DOB

Page 8 of 30



Date of Assessment:

Name of Assessor:

Profession:	Needs Identified	Actions
Organisation:		
Contact No:		

Date of Assessment:

Name of Assessor:

Profession:	Needs Identified	Actions
Organisation:		
Contact No:		

Date of Assessment:

Name of Assessor:

Profession:	Needs Identified	Actions
Organisation:		
Contact No:		

Additional Specialist Assessment Logs can be added, as and when appropriate.

NHS No:

Name:

DOB

Page 9 of 30

## Complex Needs Nursing Assessment

To be completed following discussion by MDT, rehab is complete, future planning & / or discharge is being considered.

Is patient able to understand and engage in this assessment process? Yes / No  
If No, please give reason and evidence that a capacity assessment has taken place, if appropriate use Trust Mental Capacity Assessment & 'Best Interest' Record & summarise on Mental Capacity Assessment Log which will be kept with Complex Needs Booklet 2:

Use this assessment in conjunction with the relevant risk assessments.

**Consider each domain and the relevant sub domains. This assessment covers all areas required for complex needs within the Unified Assessment Process and Continuing NHS Healthcare Process.**

Evidence collected within the Care Domains, will be used if considering eligibility for Continuing NHS Healthcare is required.

### Mental Health Domain:

#### 1. Behaviour Care Domain:

Confusional states: organic / infection

Behaviour: inappropriate / challenging / aggressive – verbal or physical

Circumstances in relation to substance misuse: alcohol or drug dependency

Suicide risk: requires appropriate risk assessment

Paranoia states: unusual ideas / delusions

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period

Risk Assessment required Y / N

Specialist Assessments Y / N

Issues requiring care planning Y / N

CPA assessment required Y / N

**2. Cognition Care Domain:**

Orientation: in time &amp; place / memory short or long term / wandering

At risk: neglect / health deterioration / exploitation / insight

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period

Risk Assessment required Y / N

Issues requiring care planning Y / N

Specialist Assessments Y / N

CPA assessment required Y / N

**3. Psychological / Emotional Needs Care Domain:**

Depression / worry / anxiety / fatigue / mood disturbance

Emotional distress / agitation

Life change: Loss / bereavement

Other emotional difficulties

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period

Risk Assessment required Y / N

Issues requiring care planning Y / N

Specialist Assessments Y / N

CPA assessment required Y / N

NHS No:

Name:

DOB

Page 11 of 30

**Senses Domain:**

**1. Communication Care Domain:** Affect of any cognitive impairment, neurological or other disorder.

**Speech:** Cognition / Understanding / Speech impaired / Any aids used

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period

Risk Assessment required Y / N Issues requiring care planning Y / N Specialist Assessments Y / N

**2. Sensory Impairment:**

Sight: Glasses / Contact lenses / Visually impaired / Blind

Hearing difficulties: Hearing aid / Hearing impaired / Deaf

Touch / Dexterity:

Smell / Taste:

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period

Risk Assessment required Y / N Issues requiring care planning Y / N Specialist Assessments Y / N

**Disease Prevention Domain:****1. Nutrition Care Domain:** Current diet / Swallowing ability / Difficulties chewing / Fluids / Any assistance required for eating & drinking / Risk of malnutrition or dehydration / PEG / NG

Identify any needs / Professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period

Risk Assessment required Y / N    MUST tool Y / N    Specialist Assessments Y / N  
 Issues requiring care planning Y / N

**2. History of Blood Pressure monitoring:****3. Drinking & smoking history:****4. Exercise pattern:****5. Vaccination history:** e.g. Flu**6. History of screening:** e.g. Breast/cervical**7. Pattern & nature of disease / disability / illness**

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period

Risk Assessment required Y / N    Specialist Assessments Y / N    Issues requiring care planning Y / N

NHS No:

Name:

DOB

Page 13 of 30

**Personal Care & Physical Well Being Domain:****1. Mobility Care Domain:** In & out of the home – level of independence / Weight bearing ability / Aids or splints /

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period

Risk Assessment required Y / N

Patient Handling Assessment Y / N

Specialist Assessments Y / N

Issues requiring care planning Y / N

**2. Continence Care Domain:** Usual pattern of elimination / Urinary incontinence / Faecal incontinence / Use any equipment / Specialist treatments

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period. Please ensure any Dignity & Respect needs are met (Behind Closed Doors / Standard 2 – Fundamentals of Care)

Risk Assessment required Y / N

Specialist Assessments Y / N

Issues requiring care planning Y / N

Continence Pathway required Y / N

Catheterisation Pathway required Y / N

**3. Skin Condition Care Domain:** Pressure areas / Wounds / Ulceration / Skin rash / Oedema / Any history which could affect tissue tolerance or contribute to wound infection / Prevention – Relief of pressure / Specialist treatments

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period. Please attach any wound management chart.

Risk Assessment required	Y / N	Waterlow Assessment	Y / N
Specialist Assessments	Y / N	Issues requiring care planning	Y / N

**4. Pain:** Is there any experience of pain / Able to manage their pain / Able to express if they have pain / Does anything relieve the pain

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period. Please attach any wound management chart.

Risk Assessment required	Y / N		
Pain Score complete	Y / N	Specialist Assessments	Y / N    Issues requiring care planning Y / N

**5. Sleeping patterns:** Usual sleeping pattern / Difficulty sleeping / Number of pillows / Assistance required e.g. medication, special routines

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period. Please attach any wound management chart.

Risk Assessment required	Y / N	Specialist Assessments	Y / N	Issues requiring care planning Y / N
--------------------------	-------	------------------------	-------	--------------------------------------

NHS No:

Name:

DOB

Page 15 of 30

**6. Oral health:** Condition of mouth – lips, gums, tongue / Own teeth / Dentures / Caps or crowns

**7. Foot care:** Include circulation / Specialist or regular treatments

**8. Ability to use stairs and slopes:** Level of independence / Any aids used

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs

Risk Assessment required Y / N Specialist Assessments Y / N Issues requiring care planning Y / N

## Clinical Background Domain:

**1. Breathing Care Domain:** Any difficulties with breathing / Shortness of breath, at rest or on exertion / Productive cough / Uses any equipment / Requires oxygen / Suction

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period

Risk Assessment required Y / N Specialist Assessments Y / N Issues requiring care planning Y / N

**2. Medication Care Domain:** Type & route of administration / Monitoring / Side effects / Self medication

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period

Risk Assessment required Y / N Specialist Assessments Y / N Issues requiring care planning Y / N



**3. Falls History:** Any history of falls / Any injurious fall in last 12 months / Any fear of falling. If yes to any of these – a falls pathway will be required

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period

Risk Assessment required Y / N Falls Assessment Y / N  
Falls Pathway required Y / N Specialist Assessments Y / N Issues requiring care planning Y / N

#### 4. Health Care Intervention:

**Recent hospitalisations** with dates & reasons / Frequent admissions

**Medical history & diagnosis will be recorded in Booklet 1.**

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period

Risk Assessment required Y / N Specialist Assessments Y / N Issues requiring care planning Y / N

#### Activities of Daily Living Domain:

**1. Washing:** Hands / Face / Body

**2. Bathing / Showering:** Any aids used or help required

**3. Grooming:** Hair care / Shaving / Applying make up

**4. Dressing / Undressing:** Any aids used

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period

Risk Assessment required Y / N Specialist Assessments Y / N Issues requiring care planning Y / N

**5. Ability to access & use the toilet:** Any aids used

**6. Transferring:** On & off toilet / On & off chair / On & off bed

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period

Risk Assessment required Y / N Specialist Assessments Y / N Issues requiring care planning Y / N

**7. Support needed for eating & drinking:** Any aids used or help required

**8. Ability & opportunity to make choices / Have control over environment:**

Identify any needs / professionals' comments on risks to independence / specify level of input required to meet identified needs.

Risk Assessment required Y / N Specialist Assessments Y / N Issues requiring care planning Y / N

**9. Is any equipment used:**

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period

Risk Assessment required Y / N Specialist Assessments Y / N Issues requiring care planning Y / N

**Safety Domain:****1. Personal Safety & Vulnerability:****Abuse / Neglect:** Risk of neglect / Abuse / Exploitation**Other aspects of personal safety:** Ability to summon help / Awareness of danger / Risk of wandering

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period

Risk Assessment required Y / N Specialist Assessments Y / N Issues requiring care planning Y / N

**3. Public safety & hazards: Risk to others**

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period

Risk Assessment required Y / N Specialist Assessments Y / N Issues requiring care planning Y / N

**4. Manual Handling Assessment:****5. Vulnerable Adult / Child Protection Issues: POVA**

Identify any needs / professionals' comments on risks to independence / specify level of input required to meet identified needs.

Risk Assessment required Y / N Handling Assessment complete Y / N  
 Issues requiring care planning Y / N Specialist Assessments Y / N

**Relationships Domain:**

1. **Carer support:** Strength of caring arrangements
2. **Ability to care for others:** Partner / Children / Parents
3. **Sex & sexuality:** Personal relationships
4. **Social support:** Networks / Involvement in leisure, hobbies, religious groups etc.
5. **Cultural awareness issues:**

Identify any needs / professionals' comments on risks to independence / specify level of input required to meet identified needs e.g. qualification, numbers of staff, frequency, length of time taken to complete all interventions over a 24 hour period

Risk assessment required Y / N Issues requiring care planning Y / N Specialist Assessments Y / N

**Instrumental Activities of Daily Living Domain:**

1. **Cooking:** Preparing snacks / Meals / Hot drinks
2. **Heavy housework:** Cleaning / Laundry
3. **Shopping:** For food, clothes, prescriptions etc
4. **Keeping warm:**
5. **Care in the home:** Using household appliances
6. **Managing affairs:** Finances / Paperwork

Identify any needs / professionals' comments on risks to independence / specify level of input required to meet identified needs.

Risk assessment required Y / N Issues requiring care planning Y / N Specialist Assessments Y / N

**Immediate Environment & Resources Domain:**

1. **Accommodation:** Noise / Heating / Physical hazards / Location / Access
2. **Level & management of finances:** Need for benefit advice / Accessing pensions & cash
3. **Access to local facilities & services:**
4. **Participating in community activities:** Work / Education / Learning / Socialising
5. **Transport needs:** Access to car / Public transport

Identify any needs / professionals' comments on risks to independence / specify level of input required to meet identified needs

Risk assessment required Y / N Issues requiring care planning Y / N Specialist Assessments Y / N

**Altered State of Consciousness Care Domain**

1. Diagnosis
2. Predictability
3. Frequency
4. Management

Identify any needs / professionals' comments on risks to independence / Specify level of input required to meet identified needs, e.g. qualification, numbers of staff, frequency, length of time taken to complete all intervention over a 24 hour period

Risk Assessment required Y / N Specialist Assessments Y / N Issues requiring care planning Y / N

**Nurse Assessor:** Print Name:

Sign:

Date:

Following assessment and discussion with a social worker, should an MDT be convened to consider eligibility for Continuing NHS Health Care at this time? Yes / No  
Give reason for decision:

If Yes, please refer to Continuing NHS Healthcare guidance.

Nurse Sign:

S/W Sign:

Date:

## Care Co-ordinators Log

If required, please complete this log.

For **Unified Assessment**: On referral, the MDT may refer to a particular team for a care co-ordinator, which team will depend on presenting need.

For **Continuing NHS Healthcare**: please give details of the health care co-ordinator.

This must include who will act as a contact for Continuing NHS Healthcare during periods of leave.

Please indicate below if UA or CHC Care Co-ordinator. Also indicate if care co-ordinator changes.

UA / CHC Care Co-ordinator	Where is Summary Record Held ?	Reason for Choice of Care Co-ordinator Role
Date		
Name		
Role		
Organisation		
Contact No.		

UA / CHC Care Co-ordinator	Where is Summary Record Held ?	Reason for Change of Care Co-ordinator Role
Date		
Name		
Role		
Organisation		
Contact No.		

UA / CHC Care Co-ordinator	Where is Summary Record Held ?	Reason for Change of Care Co-ordinator Role
Date		
Name		
Role		
Organisation		
Contact No.		

UA / CHC Care Co-ordinator	Where is Summary Record Held ?	Reason for Change of Care Co-ordinator Role
Date		
Name		
Role		
Organisation		
Contact No.		

UA / CHC Care Co-ordinator	Where is Summary Record Held ?	Reason for Change of Care Co-ordinator Role
Date		
Name		
Role		
Organisation		
Contact No.		

UA / CHC Care Co-ordinator	Where is Summary Record Held ?	Reason for Change of Care Co-ordinator Role
Date		
Name		
Role		
Organisation		
Contact No.		

UA / CHC Care Co-ordinator	Where is Summary Record Held ?	Reason for Change of Care Co-ordinator Role
Date		
Name		
Role		
Organisation		
Contact No.		

## Plan for a Complex Discharge

Planned destination:

**Summary of Care Requirements Pre Admission / Referral:**

Sign:

Print:

Date:

**Care Requirements for Discharge:** Such as consideration of particular requirements if person is returning to a residential home i.e. referral to district nurses.

Sign:

Print:

Date:

**Other Requirements for Discharge (OT / PT / Social Worker etc.):**



<b>Action</b> Use the given Fundamentals of Care prompts, if appropriate. Add further information if necessary	<b>Who is responsible</b>	<b>Date completed</b>	<b>Comments</b>
<p><b>Respecting People:</b>            Individuals perspective complete            Involved in planning discharge            Appropriate advice available            Appropriate information given            Advice re: smoking cessation</p> <p><b>Ensuring Safety:</b>            Risk assessments complete            Risk management plans completed if appropriate            Check what equipment is insitu            Equipment clean / maintained            Equipment ordered &amp; date for delivery            All adaptations arranged &amp; date to complete            Assistive technology options            Access / Home Visit completed            Kitchen assessment completed            Stair practice completed</p> <p><b>Promoting Independence:</b>            Appropriate assessments complete            Provision of any equipment            Advice re: lifestyle            Advice re: vocational activities            Advice re: exercise            Advice re: work            Advice re: benefits            Car transfers practiced            Advice re: driving</p> <p><b>Medication:</b>            Check E Discharge            To Self medicate            Arrange dosette box            To commence O<sup>2</sup> therapy at home - referral for commencement completed &amp; faxed.            Advice re: medication</p>	<p>Doctor</p>		<p>Pharmacist / family / other to fill dosette box</p>

**Relationships:**

Carers perspective complete  
 Referred for carers assessment  
 Carers involved in planning  
 Voluntary organisations involvement  
 Transport  
 Advice re: sex

**Rest & Sleep:**

Assessment for appropriate mattress  
 / bed is complete

**Ensuring Comfort, Alleviating Pain:**

Palliative Care Issues  
 Pain assessment  
 Pain relieving aids provided

**Personal Hygiene, Appearance & Foot Care:**

Infection Control  
 Washing & dressing assessment  
 completed

**Eating & Drinking:**

Provision of any special diets  
 Manages PEG: self / others  
 NG fed  
 Provision of aids  
 Advice re: salt intake  
 Advice re: diet  
 Advice re: alcohol consumption

**Oral Health & Hygiene:**

Appropriate assessments complete

**Toilet Needs:**

Appropriate assessments complete  
 Continence Pathway available for discharge  
 Catheterisation Pathway available for discharge  
 Catheter products ordered & delivery date

**Preventing Pressure Sores:**

Appropriate assessments complete  
 Provision of equipment  
 Wound care

**Communication:**

Care plans evaluated & complete  
 All assessments are complete  
 Provision of any specialist aids  
 Family meeting / Case conference  
 Panel date for Continuing NHS Healthcare  
 Funding agreed  
 Directory given to patient / family

**Care Package:**

Care package arranged  
 No of calls & rationale  
 Care package details  
 Date of first visit

**Other Information**

**Complex Discharge Checklist from Ward or Team****EDD:****Actual Discharge Date:****Discharge Destination:**

Complete as appropriate with a date &amp; signature. If N/A indicate in appropriate column with a ✓.

**Communication:**

Aware of Discharge?	Date	N/A	Sign	Aware of Discharge?	Date	N/A	Sign
The Person				Physiotherapist			
NoK / relatives				Occupational Therapist			
GP				Dietitian			
Practice Nurse				Speech & Language Therapist			
District Nurse				Warden / Scheme Manager			
Social Worker				Residential Home Manager			
Palliative Care Team				Nursing Home Manager			
Complex Care Team				Intermediate Care Team			
CPN / Specialist Nurse State which specialist nurse:				State which team:			
Referral document to District Nurse Teams							
Other appropriate referrals made							

**Home / Access:**

Check discharge address & access to property:	Keys / Keysafe			
Appropriate equipment ordered & in place				

**Care Package:**

Care package arranged. Date of first visit:			
---	--	--	--

**Transport:**

Transport arranged by person:	am / pm			
Hospital transport booked: No:	chair / stretcher			
Ambulance form completed				

**NHS No:****Name:****DOB****Page 28 of 30**

**Medication:**

T.T.H.'s ordered: order 48 hours before planned discharge date			
TTH letter given, medications checked and given to person with appropriate advice			
Signed prescription chart, if appropriate, to be sent to District Nurse Team (for Insulin, Clexane etc)			
If O <sup>2</sup> Therapy is to be used at home refer to appropriate Respiratory Team			

**Nutrition:**

Feed / equipment supplied for discharge			
Referral to Dietitian			

**Continence:**

14 day supply of equipment provided for discharge			
Catheterisation Pathway sent to District Nurse Team			
Continence Pathway sent to District Nurse Team			

**Wound Care:**

7 day supply of wound products provided for discharge			
Appointment arranged with appropriate Nursing Team. Date of first visit:			

**Other Information:**

Any relevant information required given to person			
Bed space/locker checked for personal property e.g. glasses, walking aids, dentures etc			
Person's property returned from hospital safe			

Name of Nurse on Discharge:

Date:

Signature:

Time:

Person's or Carer's Signature:

Date:

Main Contact following Discharge:

NHS No:

Name:

DOB

Page 29 of 30

**Comments re: discharge / referrals / transfers:**

Appropriate pathways, prescription charts, risk assessments, referral / transfer documentation etc. to be copied and forwarded to appropriate Community Team on discharge.



