

Our Ref: lab/FOI 22-521

Direct Line: 01633 435956

15th November 2022

FOI.ABB@wales.nhs.uk

Emma Townsend

emma@stuarttownsend.co.uk

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act, received on 20th October 2022, reference number FOI 22-521. I can confirm that the Health Board has completed a search of its records and has established that it does hold information in relation to your request below:

Can I be provided with a copy of the health board procedure for carrying out nursing assessments detailing:

- **Timescales**
- **Parties involved (health and non health)**
- **Communication arrangements**
- **Criteria for classifications e.g. residential, nursing, EMI.**

Please find attached a copy of:

- 4 key questions
- Complex Booklet 2
- Capacity assessment

The 4 key questions document is used to encourage patients to take ownership of their discharge arrangements and proactively think about going home. Discussions are held with a patient around their wishes for discharge however where a patient is deemed to not have capacity to make their own safe decisions in respect of this. The lead decision maker will hold responsibility for the assessment e.g if a patient is being discharged with Local Authority (LA) support such as a package of care the LA would be responsible for determining a patient's capacity for discharge, however if a patient is remaining the Health Boards (HB) responsibility e.g. requiring a Continuing Health Care package or funding then HB would hold responsibility.

The complex booklet 2 is completed by Nursing staff looking after the patient, which informs the assessor around the extent of a patient's needs so that the care they require can be tailored to meet those needs.

If a patient lacks capacity, then a best interest discussion is held and documented by all parties including health and social care. If there are differing views or in-depth concerns, a best interest meeting will be held.

If you are not satisfied that the information you have requested has been provided, or because of the way your request has been handled, you have the right to request a review. This would be looked into in accordance with the Information Commissioner's Office (ICO) guidelines, which state that a request for review should be received within two months of you receiving the Health Board's response to your request for information. Please contact Rani Dash, Director of Corporate Governance, Aneurin Bevan University Health Board, Headquarters, St Cadoc's Hospital, Lodge Road, Caerleon, Newport, NP18 3XQ, email: ABB.BoardSecretary@wales.nhs.uk in the first instance if you wish to request a review.

If you are still dissatisfied at the end of the review, you have the right to take your complaint directly to the Information Commissioner, who can be contacted at the following address:

Information Commissioner's Office - Wales
2nd Floor
Churchill House
Churchill Way
Cardiff
CF10 2HH

Telephone: 0330 414 6421
Email: wales@ico.org.uk

Yours sincerely

A handwritten signature in black ink, appearing to read 'Nicola Prygodzicz', with a large circular flourish at the end.

Nicola Prygodzicz
Prif Weithredwr/Chief Executive