

Company Name:

CARE HOMES (including Dementia and Mental Health)	Version 11.0K
CONTENTS <i>(LIST OF RECORD FORMS & WORKSHEETS)</i>	

1. BUSINESS MANAGEMENT

Forms Series 1-000 to 1-099: SPECIFIC FORMS FOR MANAGEMENT POLICIES:

- 01-1-000 Disability / Special Needs Monitoring Form
- 01-1-001 Disability Needs Assessment - *Inclusion Checklist*
- 01-1-002 Equality Impact Assessment - *Policy Screening Form*

Forms Series 1-100 to 1-199: GENERAL ADMINISTRATION:

- 01-1-100 Local Emergency Services
- 01-1-101 Register of Service Users, GPs & Keyworkers
- 01-1-102 List of Useful Addresses
- 01-1-103 Register of Suppliers & Contractors
- 01-1-104 Register of Competent Persons
- 01-1-105 Records Log
- 01-1-106 Log of Archived Records
- 01-1-107 Purchase Order
- 01-1-108 Registered Provider Visit to the Care Home
- 01-1-109 CCTV System - *Data Protection Checklist*
- 01-1-110 Log of Visits by External Authorities
- 01-1-111 Review of Publications & Standards
- 01-1-112 Policy Up-date Record
- 01-1-113 Record Forms Up-date Record
- 01-1-114 Risk Assessment - *Electronic Communications*
- 01-1-115 Data Breach Report

Forms Series 1-200 to 1-299: ORGANISATION, STAFFING & TRAINING:

- 01-1-200 Job Application
- 01-1-201 Interview Record
- 01-1-202 Job Applicant Reference Report
- 01-1-203 Reference Report - *Notice to Decline*
- 01-1-204 Job Applicant Summary
- 01-1-205 Job Applicant Short-listing Summary
- 01-1-206 Equal Opportunities & Diversity Monitoring Form - *Job Applicants*
- 01-1-207 Employee Verification Record
- 01-1-208 Employee Declaration of Suitability
- 01-1-209 Contract of Employment
- 01-1-210 Induction Training Plan & Record
- 01-1-212 Staff Training Courses & Modules
- 01-1-213 Staff Policy Awareness
- 01-1-214 Appraisal of External Training Course
- 01-1-215 Staff Skill Mix Profile
- 01-1-216 Staff Performance Appraisal
- 01-1-217 Employee Supervision Record
- 01-1-218 Employee Portfolio
- 01-1-219 Staff Leave & Absence Record
- 01-1-220 Holiday Entitlement Record
- 01-1-221 Staff Duty Rota
- 01-1-222 Employee Exit Interview

Company Name:

CARE HOMES (including Dementia and Mental Health)	Version 11.0K
CONTENTS <i>(LIST OF RECORD FORMS & WORKSHEETS)</i>	

- 01-1-223 Holiday Request Form
- 01-1-224 *Working Time Regulations 1998* - Employee Opt-out Agreement
- 01-1-225 Related Staff – *Risk Management*
- 01-1-226 Shadowing Work Duties

Forms Series 1-300 to 1-399: EMPLOYEE SPECIFICATIONS:

- 01-1-300 Employee Specification (*master form*)
- 01-1-301 Employee Specification - *Manager*
- 01-1-302 Employee Specification - *Senior Care Assistant*
- 01-1-303 Employee Specification - *Registered Nurse*
- 01-1-304 Employee Specification - *Care Assistant*
- 01-1-305 Employee Specification - *Head Chef / Cook*
- 01-1-306 Employee Specification - *Kitchen Assistant*
- 01-1-307 Employee Specification - *Dining Room Assistant*
- 01-1-308 Employee Specification - *Housekeeper / Domestic Staff*
- 01-1-309 Employee Specification - *Administrator*
- 01-1-310 Employee Specification - *Activities Organiser*
- 01-1-311 Employee Specification - *Laundry Assistant*
- 01-1-312 Employee Specification - *Handyman*
- 01-1-313 Employee Specification - *Activities Assistant*
- 01-1-314 Employee Specification - *Receptionist*

Forms Series 1-900 to 1-999: SPECIALISED FORMS - DEMENTIA CARE:

- 01-1-900 Staff Training Record - *Person-Centred Dementia Care*

2. COMPLIANCE MANAGEMENT

Forms Series 2-000 to 2-099: SPECIFIC QUALITY SELF-ASSESSMENT PLANS:

- 01-2-000 Annual Plan of Quality Self-Assessments

Forms Series 2-100 to 2-199: COMPLIANCE AUDITS:
(Currently, there are no applicable documents in this module)

Forms Series 2-200 to 2-299: FEEDBACK ON SERVICE QUALITY:

- 01-2-200 Incident & Action Log
- 01-2-201 Service User Questionnaire
- 01-2-202 Family & Relatives' Questionnaire
- 01-2-203 Visitor Questionnaire
- 01-2-204 Staff Questionnaire
- 01-2-205 Complaint Record
- 01-2-206 Complaints Log
- 01-2-207 Staff / Management Review Meetings (*Minutes & Action Plan structure*)
- 01-2-208 Compliments Record Log

Company Name:

CARE HOMES (including Dementia and Mental Health)	Version 11.0K
CONTENTS <i>(LIST OF RECORD FORMS & WORKSHEETS)</i>	

Forms Series 2-200 to 2-299: SPECIALISED FORMS - DEMENTIA CARE:

01-2-900 Person-Centred Dementia Care - *Assessment Checklist for the Home*

3. LOOKING AFTER THE SERVICE USER

Forms Series 3-000 to 3-099: SERVICE USER INFORMATION & ASSESSMENT:

01-3-000 Enquiry for Residential Care
01-3-001 Enquiry Feedback
01-3-002 Service User - *Personal & Social Profile*
01-3-003 Baseline Assessment of Needs for Daily Living - *Service User*
01-3-004 Risk Assessment - *Service User* - Daily Living
01-3-005 Risk Assessment - *Service User* - Bathing & Showering
01-3-006 Risk Assessment - *Service User* - Lifting & Handling
01-3-007 Risk Assessment - *Service User* - Moving & Handling the Larger Person
01-3-008 Service User - *Continence Assessment*
01-3-009 Risk Assessment - *Bed Rails*
01-3-010 Service User - *Assessment of Nutritional Needs*
01-3-011 Service User Religious & Cultural Requirements
01-3-012 Service User Diet, Ethnicity & Religion - *Master Matrix*
01-3-013 Consent to Care & Treatment - *Service User*
01-3-014 External Specialist Service Providers - *Master List of Agencies Used*
01-3-015 Body Map
01-3-016 Privacy Notice - *GDPR*

Forms Series 3-100 to 3-199: ADMISSION & CARE PLANNING:

01-3-100 Contract for Residential Care
01-3-101 Service User Admission Checklist
01-3-102 Record of Admission to the Home
01-3-103 Register of Service User's Personal Property
01-3-104 Personal Care Plan - *Service User*

Forms Series 3-200 to 3-299: SERVICE USER CARE:

01-3-200 Moving & Assisting a Service User
01-3-201 Record of Service User's Medical Appointments
01-3-202 Record of GP Visits to a Service User
01-3-203 Daily Report of Service User Care
01-3-204 Monthly Review of Service User Care
01-3-205 Service User's Individual Account Record
01-3-206 Service User's Total Balance Sheet
01-3-207 Service User's Valuables for Safe Keeping
01-3-208 Service User's Pension Book Register
01-3-209 Service User Reality Orientation
01-3-210 Plan of Weekly Organised & Community Visits
01-3-211 Plan of Weekly Social Events
01-3-212 Checklist for Organised Excursions
01-3-213 Authorised Driver Record

Company Name:

CARE HOMES (including Dementia and Mental Health)	Version 11.0K
CONTENTS <i>(LIST OF RECORD FORMS & WORKSHEETS)</i>	

Forms Series 3-300 to 3-399: MANAGEMENT OF MEDICINES:

- 01-3-300 Authorised Signature Log for Drugs
- 01-3-301 Assessment of a Service User for Self-Medication
- 01-3-302 Medication brought in by the Service User at Admission
- 01-3-303 Management of Service User Medication
- 01-3-304 Medicines Administration Record
- 01-3-305 Record of Disposal of Drugs & Medicines
- 01-3-306 Medication taken away by the Service User at Departure
- 01-3-307 Audit Schedule - *Medicines*
- 01-3-308 Staff Training - *Competency to Administer Medication to a Service User*
- 01-3-309 Confirmation of Verbal Instruction
- 01-3-310 Service User Oral Self-Medication - *Declaration of Competency*
- 01-3-311 Consent to Medicate
- 01-3-312 Medication Error Report
- 01-3-313 Covert Medication - *Best Practice Record*
- 01-3-314 Covert Medication - *Administration Guidance from Community Pharmacist*
- 01-3-315 Covert Medication - *Review of Continued Need*
- 01-3-316 Pharmaceutical Refrigerator - *Daily Temperature Records*
- 01-3-317 Medication Risk Management Plan - *Service User*
- 01-3-318 MDS Compliance Aids / Dosette Boxes - *MAR Chart*
- 01-3-319 Approval to Handle Medicines - *Care Staff*
- 01-3-320 Medicine Accountability Audit
- 01-3-321 Homely / Household Remedies - *Risk Assessment*
- 01-3-322 List of Approved Homely / Household Remedies - *Service User*
- 01-3-323 Application of Topical Medicines Record - *Service User*
- 01-3-324 Transdermal Patches - *Risk Assessment*

Forms Series 3-400 to 3-499: NUTRITIONAL CARE & FOOD HYGIENE

- 01-3-400 Nutritional Care - *Best Practice Guidelines*
- 01-3-401 Daily Menu Plan - *and Record of Cooking Temperatures*
- 01-3-402 Staff Training Plan - Summary & Record - *Food Handling Staff*
- 01-3-403 Staff Training Plan - *Food Handling Staff*
- 01-3-404 List of Catering Suppliers to the Home
- 01-3-405 List of Catering Contractors to the Home
- 01-3-406 Start-up & Closing Checks of Food Hygiene Standards - *Daily Records*
- 01-3-407 Start-up & Closing Checks of Food Hygiene Standards - *Problems & Action Taken*
- 01-3-408 4-Weekly Review of Food Hygiene Standards
- 01-3-409 Food Hygiene Audit - *Food Hygiene (England) Regulations 2006*
- 01-3-410 Temperature Records - *Refrigerators / Freezers / Chillers*
- 01-3-411 Temperature Probes - *Calibration Check*
- 01-3-412 Temperature Records - *Frozen Food Deliveries*
- 01-3-417 Food Allergies & Intolerances - *Summary Chart*
- 01-3-418 Food Dishes - *Allergen Content*
- 01-3-419 Food Allergens - *Catering Recipe Cards*
- 01-3-420 Blood Sugar Monitoring - *Service User* - Daily Measurements
- 01-3-421 Daily Calorie Intake - *Service User Nutrition*
- 01-3-422 Diabetes Risk Assessment
- 01-3-423 Diabetes Care Plan
- 01-3-424 Risk Assessment - *Service User with Dysphagia*

Company Name:

CARE HOMES (including Dementia and Mental Health)	Version 11.0K
CONTENTS <i>(LIST OF RECORD FORMS & WORKSHEETS)</i>	

- 01-3-425 Care Plan - *Service User with Dysphagia*
- 01-3-426 Choking Risk Assessment - *Service User Eating & Drinking*
- 01-3-427 P.E.G. Tube Feeding Record

Forms Series 3-500 to 3-599: SAFEGUARDING VULNERABLE PERSONS:

- 01-3-500 Assessment & Review of a Service User's Mental Capacity - *Mental Capacity Act, 2005*
- 01-3-501 Assessment of a Service User's Mental Capacity - *Assessment for a Special Decision*
- 01-3-502 Risk Assessment - *Safeguarding Vulnerable Adults*
- 01-3-503 Deprivation of Liberty Safeguards - *Care Plan Guidance Checklist*
- 01-3-504 Anti-bullying Checklist
- 01-3-505 Bullying Report Form
- 01-3-506 Record of Restraint of a Service User
- 01-3-507 Record of Missing Service User
- 01-3-508 Assessment of a Service User's Mental Capacity - *Assessment for a Best Interest Decision*
- 01-3-509 Notification of Safeguarding Incident - *Service User*
- 01-3-510 Safeguarding Incident - *Staff On-going Risk Assessment*
- 01-3-511 Safeguarding Vulnerable Persons - *Domestic Violence Case History*
- 01-3-512 Risk Assessment - *Service User* - Financial Abuse
- 01-3-513 Post-Fall Report - *Service User*
- 01-3-514 Risk Assessment - *Service User* – Post-Fall & Mobility

Forms Series 3-600 to 3-699: LEAVING THE CARE HOME:

- 01-3-600 Service User Discharge Plan
- 01-3-601 Record of a Service User's Temporary Discharge
- 01-3-602 Transfer of a Service User to Hospital
- 01-3-604 Accompanied Holiday - *Checklist*

Forms Series 3-700 to 3-799: END-OF-LIFE CARE:

- 01-3-700 End-of-Life Care Strategy - *Service User Contact List*
- 01-3-701 End-of-Life Care Strategy - *Maintenance of Service User Health & Assessment of Needs*
- 01-3-702 End-of-Life Care Strategy - *Advance Planning According to Service User's Wishes*
- 01-3-703 End-of-Life Care Strategy - *Preparation for Death*
- 01-3-704 "Do Not Attempt Resuscitation" (DNAR) Record - *Service User*
- 01-3-705 Record of Death of a Service User
- 01-3-706 Service User's Funeral Arrangements

Forms Series 3-800 to 3-839: SPECIALISED FORMS - PEOPLE WITH MENTAL HEALTH DISORDERS:

- 01-3-801 Risk Assessment – *Service User's Mental Health*
- 01-3-802 Risk Assessment – *Service User's Self-Harm or Suicide Attempt*
- 01-3-803 Risk Assessment – *Tendency to Violence & Assault*
- 01-3-804 Assessment of Service User's Mental Health - *Depression*
- 01-3-805 Assessment of Service User's Mental Health - *Anxiety*
- 01-3-806 Assessment of Service User's Mental Health - *Bipolar Disorder (Manic Depression)*
- 01-3-807 Assessment of Service User's Mental Health - *Schizophrenia*
- 01-3-808 Discharge into the Community - *Meeting Mental Health Needs*

Company Name:

CARE HOMES (including Dementia and Mental Health)	Version 11.0K
CONTENTS <i>(LIST OF RECORD FORMS & WORKSHEETS)</i>	

Forms Series 3-840 to 3-845: SPECIALISED FORMS - TREATMENT OF SUBSTANCE ABUSE:

- 01-3-840 Alcohol & Drug Risk Assessment – *Service User Baseline Assessment*
- 01-3-841 Alcohol Dependence Questionnaire – *Service User Baseline Assessment*
- 01-3-842 Profile of Recreational Drugs – *Types of Drug & Effects on the Body*
- 01-3-843 Core Service User Care Plan – *Alcohol Detoxification*
- 01-3-844 Alcohol Withdrawal – *Progress Assessment*
- 01-3-845 Service User Continuing Care / Aftercare Plan – *Following Discharge*

Forms Series 3-900 to 3-999: SPECIALISED FORMS - DEMENTIA CARE:

- 01-3-900 Care Home Design for Dementia Care – *Adult Checklist*
- 01-3-901 Baseline Assessment of Needs for Daily Living – *Service User with Dementia*
- 01-3-902 Individual Care Plan – *Service User with Dementia*

4. HEALTH & SAFETY MANAGEMENT

Forms Series 4-000 to 4-099: OCCUPATIONAL HEALTH & SAFETY:

- 01-4-000 Return-to-Work Health Questionnaire
- 01-4-001 Risk Assessment - *Pregnant Staff Member*
- 01-4-002 Record of Violent Incident
- 01-4-003 Risk Assessment - *VDU Workstations*
- 01-4-004 Risk Assessment - *Employee Work-related Stress*

Forms Series 4-100 to 4-199: FIRE SAFETY

- 01-4-100 Fire Risk Assessment - *Risk Assessment Schedule*
- 01-4-101 Fire Risk Assessment - *Records of Findings & Action Plan*
- 01-4-102 Record of Fire Equipment Testing
- 01-4-103 Record of Fire Drills
- 01-4-104 Record of Emergency Lighting Tests
- 01-4-105 Fire Extinguisher Log

Forms Series 4-200 to 4-299: INFECTION CONTROL:

- 01-4-200 Monitoring of an Infected Service User
- 01-4-201 Risk Assessment - *M.R.S.A. Infections - Service User*
- 01-4-202 Cleaning Record - *Kitchen & Food Handling Areas*
- 01-4-203 Cleaning Record - *Bathrooms & Toilets*
- 01-4-204 Cleaning Record - *Service Users' Rooms & Communal Areas*
- 01-4-205 Cleaning Record - *Disinfection of Shower Heads*
- 01-4-206 Infection Control Checklist - *Personal Protective Clothing*
- 01-4-207 Infection Control Checklist - *Sharps Disposal*
- 01-4-208 Infection Control Checklist - *Service Users' Rooms*
- 01-4-209 Infection Control Checklist - *Bathrooms & Toilets*
- 01-4-210 Infection Control Checklist - *Laundry Facilities*
- 01-4-211 Infection Control Checklist - *Hoists*

Company Name:

CARE HOMES (including Dementia and Mental Health)	Version 11.0K
CONTENTS <i>(LIST OF RECORD FORMS & WORKSHEETS)</i>	

- 01-4-212 Cleaning Record - *Fabrics & Soft Furnishings*
- 01-4-213 Hepatitis B Viral Infections - *Pre-Vaccination Health Questionnaire & Consent Form*
- 01-4-214 Hepatitis B Viral Infections - *Vaccination Refusal Form*

Forms Series 4-300 to 4-399: MAINTENANCE OF PREMISES, UTILITIES & EQUIPMENT:

- 01-4-300 Register of Home Equipment & Installations
- 01-4-301 Register of Service Users' Personal Equipment
- 01-4-302 Risk Assessment - *Radiators*
- 01-4-303 Risk Assessment - *Vehicles used for Transporting Service Users*
- 01-4-304 Risk Assessment - *Hoists*
- 01-4-305 Risk Assessment - *Wheelchairs*
- 01-4-306 Portable Electrical Appliances - *Equipment Register*

Forms Series 4-400 to 4-499: ENVIRONMENTAL SAFETY & SECURITY:

- 01-4-400 Visitor Register
- 01-4-401 C.O.S.H.H. Register of Substances Used in the Home
- 01-4-402 Substance C.O.S.H.H. Assessment Record
- 01-4-403 Temperatures - *Hot Water Supply*
- 01-4-404 Temperatures - *Environmental Warmth*
- 01-4-405 Radicalisation & Extremism - *Risk Assessment for Vulnerable Persons ("PREVENT")*
- 01-4-406 Emergency Kit ("Grab Bag") - *Checklist*
- 01-4-407 Carbon Monoxide Poisoning - *Environmental Risk Assessment*
- 01-4-408 Safe Storage of Denture Tablets in a Service User's Room - *Risk Assessment*

Forms Series 4-500 to 4-599: ACCIDENTS & INJURIES:

- 01-4-500 Accident Record
- 01-4-501 Audit of Accidents & Incidents
- 01-4-502 Record of First Aid Training
- 01-4-503 Record of First Aid Treatment Given
- 01-4-504 Contents Check of First Aid Box
- 01-4-505 List of Qualified First Aiders