

## Care Home Checklist

(Check boxes please for Steps 1 to 7)

Initial & Date

Step 1	<ul style="list-style-type: none"> <li>• <b>Read</b> 'Future Care Planning Care Home Pathway: Creating / updating a Care Home relevant Future Care Plan'</li> </ul>	<input type="checkbox"/>
Step 2	<ul style="list-style-type: none"> <li>• <b>Discuss and give</b> 'Lets Think Ahead' leaflet to Resident / family / Carers / Close friend</li> </ul>	<input type="checkbox"/>
Step 3	<ul style="list-style-type: none"> <li>• <b>Complete</b> the 'Care Home Registration Form' for new residents</li> </ul>	<input type="checkbox"/>
Step 4	<ul style="list-style-type: none"> <li>• <b>Discuss and Complete</b> 'Future Care Planning in Care Homes - Talking with Residents', and 'Making a Plan - Future Care Planning Questions for Residents' <b>OR</b> 'Future Care Planning in Care Homes - Talking with Relatives and Friends' and 'Making a Plan - Future Care Planning Questions for Relatives/Close Friends'</li> </ul>	<input type="checkbox"/>
Step 5	<ul style="list-style-type: none"> <li>• <b>Make and file</b> a copy of the completed 'Making a Plan - Future Care Planning Questions for Residents <b>OR</b> Relatives/Close Friends', and the 'Care Home Registration Form (for new residents)', in your resident's care plan</li> </ul>	<input type="checkbox"/>
Step 6	<ul style="list-style-type: none"> <li>• <b>Give the original copy</b> of the completed 'Making a Plan - Future Care Planning Questions for Residents <b>OR</b> Relatives/Close Friends', and the 'Care Home Registration Form' (for new residents) to the GP practice</li> </ul>	<input type="checkbox"/>
Step 7	<ul style="list-style-type: none"> <li>• <b>File</b> the Key Information Summary (KIS) with the DNACPR (where appropriate) when returned from the GP at the front of your resident's care plan</li> </ul>	<input type="checkbox"/>