

The Rehab Group
Admissions, including Transfers

Applies Jurisdiction: Ireland

Division: All

Reference Number: HSC-ICS-002

Version Number: v3

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Date: June 2017

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Title: Chief Operating Officer
Date: January 2018
Signature: 

Effective From: January 2018
Review Date: January 2021

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1.0 POLICY STATEMENT

In line with best practice and our commitment to the provision of high quality services, Rehab will work with the individuals who are referred to our services through self-referral or referred by another third party, organisation or individual.

The process of assessment for an admission to all our services includes consultation with the potential service user, family members, advocates, and where appropriate, any other professional involved in their care.

Assessment for admission is based on the service elements offered and the criteria for admission. These criteria are underpinned by principles of equality and a person centred approach. Criteria are related to funding regulations relating to eligibility and may be specified in the Service Level Agreements and/or Service Contracts.

It is expected that each service will have in place individual/contractual specifications in respect of admission. Each service will have a clearly documented remit to what supports it can offer potential service users. In line with Rehab policy, each service will ensure that admission specifications are reflected in a comprehensive assessment process, specific to the individual service. This process should account for the following:

- Determine that the referral is appropriate to the individual and to the service's capabilities and capacity.
- Determine if the service can support the individual to reach goals.
- Identify any possible risks inherent in the service that may affect the individual and if so, the service/centre will do their utmost to reduce/remove these risks, while considering the safety of the individual, the existing service users, staff and/or the reputation of the organisation.
- Consider the possible changing needs of the individual and if the service will be able to support these in the future.

Central to the admission and assessment process is the recognition of confidentiality; only the information that is pertinent to the process will

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5.0 GENERAL PROVISIONS / PROCEDURE

Initial Contact

Initial contact by a potential service user is received from one of the following sources:

- Self-referral
- Third party, organisation or individual

Initial information pertaining to the potential service user must at the very least include:

- Full name
- Gender
- Date of birth
- Usual Address
- Contact telephone number
- Next of Kin

In addition, each service must specify what information it requires to ascertain the individual's needs and to determine if the service is appropriate to meet these needs. This will include an assessment of the impact that the admission of the potential service user will have on the quality of service provided for existing service users and will ensure that service users are protected from the specific risk of abuse from peers.

When service users transition from other services, whether internal or external to Rehab- details of all supports provided to the person will be sought in an effort to minimise a disruption of service and provide consistency to the service user.

Transitions

If a person using a service is transitioning either temporarily or permanently to another service (within or outside Rehab) all reasonable steps will be taken to minimise any negative impacts on the service user.

These steps may include:

- Sampling/trial sessions.
- Transferring of relevant information (subject to the service user's consent).

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The service user will also be provided with information on services/supports available to them as they transition.

Emergency Admissions

Services providing an emergency admission facility must have a procedure, relevant to the specific service, including the following:

- A definition of what constitutes an emergency admission
- Remit of service to facilitate an emergency admission

Review of Placement

A review of the suitability of the placement may take place to ascertain if the service is continuing to meet the needs of the service user.

6.0 ROLES & RESPONSILBITIES

Responsibility for ensuring compliance with this policy lies with service manager, regional management and designated staff members.

Service managers are responsible for ensuring the relevant assessments and risk assessments are completed.

7.0 EVALUATION & AUDIT

Compliance with this policy will be evaluated through the internal auditing mechanisms of Rehab Group.

8.0 REFERENCES

- Assisted Decision Making (Capacity) Act 2015
- Data Protection Acts, 1998 and 2003
- Equal Status Acts 200 to 2004
- Health and Safety at Work Act 2005
- Safeguarding Vulnerable Persons at Risk of Abuse Policy, HSE 2015

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- Health Act 2007, (Care and Support of Residents in designated Centres for Persons (Children and Adults) with Disabilities) Regulations 2013

8.1 Related PPPGs

- Compliments and Complaints
- Data Protection
- Exit/Discharge from a Service
- Service User Diversity
- Risk Management
- Provision of Information to Service Users
- Safeguarding Adult
- Person Centred Planning

9.0 APPENDICES

Appendix 1 – List of Reviewers

Appendix 2 – Read and Understood

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Appendix 1 – List of Reviewers

Authors List for New/ Reviewed Policy Area

The following names individual authors/ reviewers to this policy area.

Division / Other	Name
RehabCare, Project Executive	Siobhan Barry
RehabCare, Residential Services Manager	Elaine O’Riordan
RehabCare, Residential Services Manager	Orla O’Connor

**Note that it is not obligatory for each division to be involved in a new policy/ review if the policy is not relevant; this should be decided by each division on a case-by-case basis.*

Appendix 2 – Read and Understood

I have read, understand and agree to adhere to the attached Policy, Procedure, Protocol/ SOP or Guideline:

Print Name	Signature	Date