Admission and Discharge Processes for Cubley Court
Information for Families/Carers

- Cubley Court is a ward that is mainly for people who have been diagnosed with dementia.
- Your friend/family member will be staying with us as they are not as well as we would like them to be.
- We expect your friend/family member to stay with us for around 6-8 weeks. If we think that this might change, we will talk to you about it.

After Admission

- We will assess your friend/family member to see how we can help them with their dementia.
- We will talk to you to find out what led to your friend/family member coming to stay with us.
- We will look at what your friend/family member needs so that they can be discharged when they are well enough. We will ask you to help us with this.
- We may ask other services to help care for your friend/family member. These could be: -
    - Social Care – this team may be asked to find the right care home or home support for your friend/family member.
    - Discharge Liaison – this team will work on tasks that need to be completed so that we can discharge your friend/family member.
    - Our In Reach Home Treatment Team (IRHTT) or Dementia Rapid Response Team (DRRT) may be asked to help your friend/family member if they go home.
    - Community Mental Health Team (CMHT) may be asked to help your friend/family member if further support is required.

Discharge

- Once your friend/family member is showing signs that they are ready to leave we will have a meeting with you and other services so that we can talk about your friend/family members altogether. We call this a Multi-Disciplinary Team (MDT) discharge planning or best interest meeting. At this meeting we will talk about: -
    - next steps e.g. what should happen after discharge
    - assessments that have been completed
    - progress whilst they have been with us
    - discharge and what still needs to be done
- We do not want your friend/family member to stay with us longer than they need to because we have lots of other unwell people staying with us and this can affect your friend/family member.

- There may be times when discharge tasks need to be completed quickly and we may ask you to make decisions straight away. This is to make sure that everything is ready and in place for your friend/family member.

Discharge to a Care Home

- If we all agree that your friend/family member needs to be discharged into a care home there are a few things that need to be completed: -
    - We may ask you to have a look at some care homes.
    - If your friend/family member is eligible for funding to go into a care home you will get some guidance from a Social Worker to help identify care homes that will be suitable.
    - If your friend/family member is not eligible for funding the care home will complete their own assessment to make sure that they are able to meet your friend/family member's needs.
- We may need to complete a Nurse Placement Assessment (NPA) of your friend/family member.
    - We will arrange for your friend/family members Named Nurse to go through the document with you.
    - The Named Nurse will be able to explain the document and the outcome with you.
    - The NPA may contain information about your friend/family member that is difficult to read. Please do not be alarmed by this, we need to use specific words that will support the request for funding.
- We will take your friend/family member to their new home on the agreed discharge date. We do not expect you to do this as it can cause distress for your friend/family member but if you do wish to be with them, please discuss this during the MDT meeting.

Discharge back home

- If we all agree that your friend/family member can go back to their home, we will work with you to offer the right level of care and support to your friend/family member. This may include: -
    - Carers going in to check on your friend/family member.
    - IRHTT or DRRT spending time with your friend/family member during the first few weeks to make sure that they are settling in well.
    - The local Mental Health Community Team may also be asked to support your friend/family member when IRHTT or DRRT are confident that your friend/family member is doing well.

If you do have any questions or concerns about your friend/family members care or discharge plans please speak to your friend/family members named nurse, ward manager or consultant who will be more than happy to help you.