

Application for Admission

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|----------------------------------|--|--------------------------|--|
| Enquiry number (for office use): | | Date added waiting list: | |
|----------------------------------|--|--------------------------|--|

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|-----------------------------|--|---------------------------------------|--|
| 1 - Enquirer details | | | |
| Full name and title: | | Relationship to prospective resident: | |
| Address: | | | |
| Postcode: | | e:mail: | |
| Telephone: | | Mobile: | |

| | | | |
|---|--|----------------------------|--|
| 2 - Prospective resident details | | | |
| Full name and title: | | Date of birth: | |
| Town of birth: | | Country of birth: | |
| NHS and/or CHI number: | | National Insurance Number: | |
| Address: | | | |
| Postcode: | | | |

| | | | |
|--|--|--------------------------------------|--|
| Current GP and medical practice: | | Social worker (if any): | |
| Funding type (delete whichever inapplicable): | | <u>Private</u> or <u>Social Work</u> | |
| Urgency (delete whichever inapplicable): | | <u>Low</u> or <u>High</u> | |
| Care required (delete whichever inapplicable): | | <u>Nursing</u> | |

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|--|--------------------------------------|
| <p>I hereby apply for admission. I understand that admission will be dependent upon availability and acceptance by the home and on agreement of charging rates at the time of admission. I agree to the terms stipulated overleaf.</p> | |
| Signature: _____ | Date of Application: _____ |
| <p>Application for admission accepted on the terms stipulated overleaf.</p> | |
| Signature: _____ | Position: _____ Date accepted: _____ |

Please submit the Application for Admission to:

**Queen's House (Kelso) Ltd
Admission Applications
Angraflat Road
Kelso
TD5 7NS**

Or by e-mail to: info@queenshousehome.co.uk

Please inform Queen's House if any of the information provided on the application changes or if the application for admission is no longer required.

Queen's House, Angraflat Road, Kelso TD5 7NS | 01573 224 886 / info@queenshousehome.co.uk / queenshousehome.co.uk
EXECUTIVE CARE DIRECTOR: Jane E. Douglas RN, LLB, MSc, Dip, H&SW

SECRETARY: George H. Young B.A., C.A. - Academy House, Shedden Park Road, Kelso TD5 7AL / 01573 224 391 / mail@renniewelch.co.uk

QUEEN'S HOUSE (KELSO) LIMITED / Company Registration Number SC539138
Queen's House is a Care Home in the Voluntary Sector and is a Scottish Registered Charity (Number SC010314)





Application for Admission - Fees/Terms of Acceptance

Private Placements - The weekly fee for all private care is currently **£1,016** (From October 2019).

Any care allowance awarded by the local authority will reduce this amount accordingly. At present, the combined free personal and nursing care contribution is **£257** per week or **£177** per week solely for free personal care. However, please note that fees will initially be charged in full until notification from the local authority is received to confirm an allowance has been awarded. At this point, any refund will be applied.

Fees will be invoiced in advance. Billing is on a fixed 4 week cycle therefore the first advance payment will cover from the agreed accommodation commencement date until the next scheduled 4 weekly invoicing date. Thereafter, invoices will be issued every 4 weeks. Accommodation fees normally commence when a prospective resident agrees to take up a placement. Please note that, when a resident vacates a room, the final invoice will include a charge for an additional 5 days after the date the room was vacated. This is to cover time taken to remove any belongings and to prepare the room for the next client. Any overpayments will also be taken into account at this point.

Residents entering the home on a private contract (Residential or Nursing) do so on the understanding that they will have sufficient finances to pay the fees for a minimum of 2 years from the date the contract commenced. Additionally, private residents subsequently transferring to a Social Work contract, who are in the process of selling property, will be responsible for refunding Queen's House the resulting cost difference between the private and Social Work fees on sale of the property.

Social Work Placements - One of the major aims of Queen's House (Kelso) Ltd is to provide an inclusive service to the Scottish Borders and, as such, make a specific number of fully Social Work Funded places available to Scottish Borders Council. However, Queens House (Kelso) Ltd do not control the allocation of these places as referrals are at the discretion of Scottish Borders Council.

All Placements - Queen's House (Kelso) Ltd can arrange extra goods and services in addition to those covered by the fees for care and accommodation. These include, hairdressing, newspapers and, in the absence of free provision by the NHS, for podiatry, opticians, dentistry, physiotherapy and transportation and staff escorts to and from medical appointments. Most of these services are provided by outside sources and residents shall be responsible for the payment of these goods and services. We shall advise you where possible of their cost beforehand.

Please also refer to the following details to be considered when a place is offered:

1. Legal/Statutory:

- **NI Number** - Please note that we require details of a new resident's NI number. This is used for a number of purposes, e.g., when registering with a medical practice or arranging TV licence.
- **Power of Attorney** – If a Power of Attorney is appointed, we require a copy of the full Power of Attorney documents.
- **Living Will** – If a Living Will is in place, please provide a copy of this for our records.

2. Pre-Admission:

- **Furniture, etc.** - Please consider what (if any) items are to be brought into the home and let us know in advance to ensure the items can be accommodated. This could include items of furniture, pictures, etc. Our maintenance person can hang any pictures as required. Please liaise with us regarding access to delivery any items of furniture, etc.
- **Television** – We do not provide television sets (apart from in the sitting rooms). However, there are television points in all rooms. Please let us know if a television is to be provided, especially if it is to be wall mounted.
- **Telephones** – There are telephone points in all rooms. However, the provision of any telephone line will need to be made directly with a service supplier, e.g., BT. Please let us know if a line is being arranged so that we can update our records once a telephone number has been assigned.
- **WiFi/broadband** – Please note that there is WiFi/broadband access from all areas of the home – details are available from the office.
- **‘Pocket Money’** – We hold small amounts of cash for many of our residents. This is used for hairdresser, minor toiletries, podiatrist, etc. Please let us know if this service is required. Money can be left in the office or with the Nurse in Charge and ‘top ups’ will be requested by us as appropriate.
- **Laundry** – In order to identify clothing, please ensure that all items are identified by labels, etc. Our laundry can undertake some labelling but if items are not identified when a new resident is admitted, it is very difficult to ensure that clothing is returned promptly to the correct person.
- **Newspapers** – Many residents wish to have newspapers delivered to the home. Newspapers can either be arranged by ourselves or directly by a relative/friend. Please let us know about this. The normal suppliers in Kelso are Brown’s or RS McColl’s. Invoices can be paid directly or from any pocket money held by Queen’s House (see above).
- **Preferences** – Please ensure that you identify any specific preferences or wishes so that we can meet these where practicable.
- **Contacts** – Please ensure that we have all relevant contact details for family, friends, etc., that we may need to get in touch with.
- **Admission** – Please ensure that an admission date/time is agreed with us. Admissions are normally Monday to Friday, avoiding mealtimes and staff handover times. This means that residents are generally admitted 10:30am – 12pm or 3pm – 4:30pm.

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