

**CHECK LIST FOR ALL NURSING STAFF IN THE VILLAGE RESIDENCE  
ON THE ADMISSION OF RESIDENTS AVAILING OF RESPITE CARE.**

1. Please ensure that every resident/and/or their representative is given an information pack.
2. Please ensure to give the family member the contract of care and request that same is returned signed after being read
3. Please ensure the pack contains the Residents Guide
4. Please ensure that family members are given the letter to invite them to participate in the Care Planning process
5. Please ensure that the questionnaire in relation to satisfaction survey is given and please ask for same to be submitted on day of discharge
6. Ensure that the complaints process for families is given.
7. Please ensure that within your admission notes that you record that these were gone through with families.

**Thanking You**

**Seamus McCaul**

Person in Charge.