

The Village Residence	POLICY NO:	
	Issue Date:	February 2011 Revised Jan 2019, May 2020May 2023, Sept 2023
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Policy for staff in dealing with wills and estates.		

Title of Policy: Policy. Policy for staff on dealing with wills and estates	
Description of the Policy: This Policy has been developed for the staff in The Village Residence only	
Ratification Details: Immediate implementation	
Developed by: Director of Nursing Office, Administration Staff and Clinical Nurse Managers	Date Developed: Revised February 2011 Revised Feb 2015, January 2019, May 2020 May 2023, Sept 2023.
Developed By: Nursing Department.	Date Approved: February 2011 Feb 2015, May 2020 May 2023, Sept 2023
Implementation Date: February 2011 Feb 2015, January 2019, May 2020 May 2023, Sept 2023.	Review Date: February 2023, May 2023, Sept 2023.
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Status of the Policy: Final	

1. A client seeking advice about making a will, or changing an existing will, should be encouraged

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to do so by contacting a solicitor or the Citizen's Information Centre. The nurse should refer the matter back to the Person in Charge for guidance day or night.

2. UNDER NO CIRCUMSTANCES ARE STAFF TO BECOME PARTY TO BEING INVOLVED IN THE MAKING OF CLIENTS' WILLS. This will include helping the client draw up a will, or acting as a witness or executor to the estate. If requested to do so by a client, the staff member should politely but firmly explain that it is contrary to both HSE and Hospital Policies to become involved in the personal affairs of clients to this extent and to do so could lead to disciplinary action.
3. Should a staff member discover that he / she has been appointed as executor without his / her prior knowledge then he / she has the right to disengage himself / herself. In the event that this should happen the staff member must report it to the Director of Nursing immediately for advice and appropriate action.

In the event that any legal representative arrives without an appointment then they must be requested to leave.

All staff need to be extra vigilant in relation to any visitor, requesting any resident to sign a document.

In relation to Safeguarding people at risk of abuse, all staff must remember that they only have to be suspicious or concerned with any visitor in order to raise it as a safeguarding issue.

Respectfully ask the visitor to stop

Ask the visitor respectfully to wait outside

Remain with the resident and ensure resident is safe

Seek support from the nurse on duty immediately by ringing the resident alert bell.

Nurse on duty should contact the person in charge immediately for advice and support.

Nurse on duty should in private ask of the resident if they are comfortable with what they are doing