



POLICY & PROCEDURE

POLICY NAME:	Respite Care
POLICY NUMBER:	PCH P00079
AREA OF GOVERNANCE:	Resident – Clinical/ACFI
SUB GOVERNANCE:	
STANDARD:	Old standard- 3.10 New standards- 1,2,3,4,5,6,7,8

POLICY CONTEXT:

Residential care provides the opportunity for a frail aged person who is not normally in a care facility, to have up to 63 days of care in each financial year. This can be extended by 21 days if approved by an ACAS (Aged Care Assessment Service)

Princes Court Homes has two (2) approved respite places (or 730 respite care days per financial year), which must be kept available for this specific use.

LEGISLATION:

Aged Care Act 1997
 User Rights Principles 2018
 Accountability Principles 2014
 Quality of Care Principles 2014 (including the Accreditation Standards)

POLICY SCOPE:

This policy extends to all residents entering Princes Court Homes for respite care.

POLICY / PROCEDURE:

1. Assessment

A potential client must be initially assessed by an Aged Care Assessment Service (ACAS) and have approval for respite care. Princes Court Homes

generally only takes low care respite but may consider high care respite if their needs can be met.

2. Recurrent Funding

A respite client will receive a set subsidy based on the ACAS approval for either low or high level care.

There is no ACFI (Aged Care Funding Instrument) assessment required.

3. Booking Fee

Booking fees are paid to Princes Court Homes in advance to secure a period of respite care. Booking fees must not exceed the equivalent of the fee for one week's respite care, or 25 per cent of the fee for the proposed period of respite care, whichever is less.

It is one of Princes Court Home's responsibilities to charge no more than the amount permitted under the User Rights Principles 2018 by way of a booking fee for respite care. Any resident agreement must specify the period that the care and services will be provided and any respite care booking fee.

Once the resident enters the service, the booking fee must be deducted from the care recipient's daily fees.

The respite recipient must be asked to provide details of their previous (if any) respite days taken in a commonwealth funded aged care facility.

The preferred minimum period for a Respite booking is fourteen (14) days, unless otherwise agreed upon by CEO/DON.

4. Daily Fees

Respite clients are charged a flat fee determined by the Department of Health and Ageing.

5. Cancellation

Where a prospective respite client gives seven (7) or more days notice in writing of a cancellation of the booking, or the cancellation is due to hospitalisation or death, the respite booking fee is to be refunded in full within fourteen (14) days of receipt of such notice.

If the booking is cancelled or partially cancelled (late arrival/early departure) without giving the seven (7) days' notice required, Princes Court Homes is entitled to retain all or part of the booking fee. This

excludes if the resident is hospitalised or dies – the booking fee must be returned to the person or the estate.

6. Respite Care Agreement

All respite care clients must be offered the formal Respite Care Agreement.

7. Records

A record of the occupation of respite care by clients must be retained for at least three (3) years after the end of the financial year in which the record was made.

8. Respite Resident Entry

The Director of Nursing is ultimately responsible for ensuring that residents are provided with all relevant information about Princes Court Homes and all procedures are followed to ensure that entry into the facility is conducted in a professional manner.

The Clinical Care Coordinator, Director of Nursing or delegate is responsible for initial contact with a resident or their representative requiring respite care and reserving accommodation.

The Reception staff are responsible for administrative arrangements when a respite resident enters the facility. The Clinical Care Coordinator, Director of Nursing or delegate is the responsible person for settling the new resident into the facility and implementation of care procedures.

The lifestyle Coordinator completes orientation.

All of the duties associated with these responsibilities may be delegated to appropriately informed staff.

Administration Staff are the initial point of contact for a new resident. An appointment is made and relevant information made available to the resident and/or their representative.

The respite entry procedure is commenced and will be followed for all stages

- Bookings
- Pre-entry
- Admin Entry
- Care Entry

It is essential that a copy of the Aged Care Assessment Service assessment is made available to ensure that the new resident is eligible for residential respite care. The respite booking dates are recorded on Reception Office Computer.

At Time of Entry (Entry Procedure)

The Director of Nursing (or delegated Care staff), will be responsible for making the respite resident welcome at Princes Court Homes and obtaining information to ensure that staff have appropriate details on hand for care, preference, security and emergency requirements.

The Director of Nursing (or delegated staff) is responsible for making sure that a new respite resident is made to feel welcome and given personal assistance to their appointed room.

Entry Procedure Checklist is to be followed to provide orientation for the resident, relatives or friends to become familiar with their new environment, service and facilities.

REFERENCE AND SUPPORTING DOCUMENTATION:

Aged Care Act 1997
User rights principles 2014
Accountability Principles 2014

CONTINUOUS IMPROVEMENT:

A compliance audit is conducted annually in April to identify opportunities for improvement according to the dynamic audit and quality plan.

Additional scheduled and/or random audits are linked to this compliance audit to ensure residents have secure tenure within Princes Court Homes, and understand their rights and responsibilities.

DEFINITIONS:

WORD / TERM	DEFINITION

RESPONSIBILITY:

RESPONSIBLE MANAGER(S):	Director of Nursing
POLICY ADMINISTRATOR:	Quality Coordinator
APPROVED BY (POSITION):	Director of Nursing
APPROVAL SIGNATURE:	
APPROVAL DATE:	08.07.2019

DOCUMENT CONTROL:

ASSIGNED REVIEW PERIOD:	3 Years
DATE OF NEXT REVIEW:	08.06.2022