Effective: 04 March 2021

## Residential Aged Care – Pre-Admission Flowchart ACQS Standard 1, 2 & 4 Aged Care Module A1, A2 & A4

Review waitlist and offer place to highest priority, ensuring that the person is appropriate for the facility, e.g. dementia specific

Accept referral (through My Aged Care for Karlarra House) and access **ACAT Service Plan** 

Arrange meeting with prospective resident and family/carer/representative and complete Initial Enquiry for Accommodation (RC2). Tour of facility can be arranged if required.

Discuss Resident Agreement and Security of Tenure and give copy of Resident Handbook. Discuss furniture suitability and personal belongings etc.

Provide Asset Assessment information and forms regarding fees, and Rental Assistance from Centrelink

Explain Charter of Aged Care Rights and resident / carer offered the opportunity to sign copy.

Explain admission process and confirm date of admission. Complete Personal Contacts (RC35C) information if possible

Inform resident regarding relevant policies: Prevention of Elder Abuse in Residential Care Guideline and WA Health Complaint Management Policy and Animals in Healthcare Settings Policy

Provide Advocacy Information:

AdvoCare and Health and Disability Services Complaints Office. Aged Care Complaints Scheme 1800 550 552

Printed or saved electronic copies of this policy document are considered uncontrolled. Always source the current version from WACHS HealthPoint Policies.

Date of Last Review: February 2021 Page 1 of 1 Date Next Review: March 2026 Version: 3.00

Contact: Senior Project Officer Aged Care

EDRMS Record No: ED-CO-15-52463 Published: 04 March 2021