Home from Home

***A warm welcome, right from the start***

***Home from Home* Step 9 - Induction Programme Checklist**

The Welcome Program needs to be completed within 6 weeks of a new resident moving into Nightingale Hammerson (before their first MDT care review). You can complete each element in whichever order is appropriate.

If you cannot complete a section please evidence why (eg “resident is too unwell to leave his room”) in completion date box.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Home from Home* Phase II: Welcome Programme Checklist** | | | |
| **Program Element** | **Description** | **Date completed** | **Element completed:**  **Name & Signature** |
| Dining room introductions | Introduction to other residents sitting on same dining room table and staff to sit and eat 2 meals with at the table during first week. Document in ECP daily notes |  | Carer: |
| Welcome party | Turn an afternoon tea into a welcome party. Put it on the activity schedule and celebrate the arrival of new resident - make introductions to everyone. Document in ECP daily notes |  | Carer: |
| Daily communication with primary relative | Contact primary relative by 8pm each day (unless they have been at NGH for the day) during the first week. *Use F1 in ECP to document* |  | UM or carer by 8pm daily: |
| Enriched Care Planning | Develop ECP: |  | UM: |
| A1 |
| A2 |
| A3 |
| A5 |
| B1 |
| B2 |
| B3 |
| C1 |
| C2 |
| C3 |
| **Program Element** | **Description** | **Date completed** | **Element completed:**  **Name & Signature**  **(must be member of staff)** |
| Matching Interests with other residents w/i first 3 days | One-to-one meeting with A/C re interests and hobbies |  |  |
| A/C to introduce new resident to others that have similar interests etc |  |  |
| Resident Welcome Pack  (show the resident the appropriate page in the pack and read out the information) | Show the resident different areas and resources on the unit. Consider signage out of room as appropriate |  |  |
| Explain to the resident about the staff on the unit and the keyworking system |  |  |
| Take resident to activity centre and show the resources |  |  |
| Introduce resident to Religious Coordinator |  |  |
| Show the resident the Cafe |  |  |
| Show the resident the Gardens |  |  |
| Show the resident Reception |  |  |
| Show the resident the Shop |  |  |
| Show the resident the 2 Post Boxes on the ground floor |  |  |
| Show the resident the Library |  |  |
| How the resident the computer facilities on the unit / in the activity centre |  |  |
| Show the resident the Hairdresser |  |  |
| Explain laundry and clothes processes and consider reminder poster if helpful/appropriate |  |  |
| Explain to the resident about Doctors and nurse visits |  |  |
| Take the resident to therapy department if appropriate |  |  |
| Explain to the resident about Audiology, Optician, Dentist, and Chiropody services |  |  |
| Explain to the resident how their Money and/or resident Account can be used at NGH / on outings |  |  |