**Preparing for a Discharge from Hospital**

**Almshouse Association Template**

1. **Questions the almshouse charity can ask:**

* Does the resident (patient) know of the planned discharge date and time?
* Do the carers or family members know of the discharge details?
* Does the scheme manager or warden know? (where appropriate)
* Is any necessary equipment in place?
* If appropriate, have all adaptations been completed, certified and tested?
* Are the trustees aware of the discharge?
* Medications: Are they available? Does the resident understand any changes and the reasons for the medication? Are blister packs involved?
* How is the resident to get home? Is transport required? And arranged?
* Is suitable clothing available, clean and ready for the discharge?
* Has someone arranged for the heating to be on?
* Has someone arranged and delivered food to the home?
* Does the resident have a key?
* Who will settle in the returning resident (if not the scheme manager/warden)?
* Does the resident have a Care Plan in place which they understand?
* Does the resident know who to contact about the Care Plan?
* Are community service referrals in place?
* Is the resident aware who will be visiting and when?
* Does the resident understand how to use all the new equipment or aids that have been provided and can they use them confidently?
* If the resident needs continence products, has an initial supply been arranged?
* Does the resident have sufficient money for their short term needs?

1. **What the Hospital staff should do:**

* Provide the resident with information on the discharge process in a format they can understand and engage with
* Start planning for the resident’s discharge as soon as possible after they make a diagnosis and agree a treatment plan. They should involve the resident (and carer or family) at all stages.
* Share the likely date of discharge with the resident as soon as they know it, review it regularly and promptly inform them of any change.
* Appoint a discharge co-ordinator to manage assessment of the short and/or long term needs, if your discharge is likely to be complex.
* Consider if the resident might be eligible for NHS Continuing Healthcare.
* If the resident’s assessed needs mean they are eligible for local authority support, consider their views on how to support them, discuss their options and agree and draw up a care and support plan with the resident.
* If eligible for local authority support, assess their ability to pay towards the cost.
* If not eligible for local authority support, provide information and advice so the resident understands their needs and can arrange their own care.
* If their partner, relative or carer will provide care and support on discharge, Identify their needs for support and discuss how these might be met
* Ensure information about on-going health needs and medication goes

promptly to their GP and other NHS staff.

* Deliver and monitor a care plan.

1. **What a resident can do**

* If you want your family or carer to be informed, or involved in, discussions about your treatment or discharge arrangements, advise hospital staff and ask them to record this in your notes.

Attention to practical issues is vital for a safe and smooth discharge:

* Has your carer been given sufficient notice of your discharge date/time?
* Do you have, and are you wearing, suitable clothes for the journey home?
* Will medication be ready on time? This is usually enough for the next seven days. Has your medication changed since admission? Have changes been explained to you and your carer? Do you know whether some prescribed items are only to be taken in the short term?
* Have you and your carer received training to use new aids or equipment safely and effectively? Will they be there when you get home?
* Do you have a supply of continence products to take home as agreed,

know when to expect the next delivery and how to order supplies?

* Is your GP and other community health staff aware of your discharge

date and support you need from them? Has a discharge summary with

details of medication changes been forwarded to the practice?

* If returning to your Almshouse, has the manager been informed of the

date and likely time of your arrival?