

CORNFORD HOUSE NURSING HOME

Cornford Lane, Pembury, Tunbridge Wells, Kent, TN2 4QS

Phone: 01892 820100 Fax: 01892 820590 E-mail: enquiries@cornfordhouse.co.uk

RESIDENT'S CONTRACT

Residents are accepted on the following terms and conditions:

1) Charges

The weekly fee includes:

- Room and full board
- 24 hour nursing care
- Food & drink
- Personal care
- Laundry, excluding dry cleaning.

The total room rate is broken down as follows: 35% for accommodation (including food, cleaning, management and administration), 40% for nursing care (i.e. cost of nursing staff plus 50% of the cost of care assistants) and 25% for personal care (i.e. 50% of the cost of care assistants).

The following items and any other personal costs will be charged to the resident at cost:

- Aromatherapy
- Newspapers and magazines (apart from those for general use in the home)
- Outings
- Hairdressing
- Chiropody

2) Payment Terms

- a) The fees will be not be affected by whether the placement is being funded in whole or in part by a person other than the service user.
- b) Fees are due monthly in advance on the first day of every month.
- c) Fees paid by residents and third parties are to be paid by standing order directly to the home's bank account.
- d) Interest will be charged on over-due fees at 2% above the bank base rate.

3) Review of Charges

- a) All fees will be subject to annual review as from 1st April each year.
- b) Residents and their representatives will be given written notice in advance of any increase.
- c) This review will be based on the increases in the costs of running the home.

4) Payment Defaults

Payment defaults may result in legal action to recover the fees outstanding and, in addition, the resident may have to move to one of the Social Services contracted rooms within the home unless, after an assessment of need, it is shown that assessed needs can only be met in the current room. In this circumstance, Social Services should make up the cost difference between the resident's assessed contribution and the accommodation's fees (reference paragraph 3.5.8 of Local Authority Circular LAC(2004)20).

5) Termination of Agreement

A resident leaving and terminating this agreement must give one full calendar month's notice in writing, to expire at the end of the period of occupation, or one month's fees in lieu of notice. A similar notice period will be given to the residents.

On the death of the resident, the resident's estate or the representative shall pay one week's fees in lieu of notice if the resident has been in the home less than three months and one month's fees in lieu of notice if the resident has been in the home more than three months. The resident's estate and the third party funder (if any) are not liable for any fees in lieu of notice on the Social Services element of the funding on the death of the resident

The owners may give reasonable notice and terminate this agreement if, after a full review involving consultation with Social Services and the resident's family, the placement has not proved suitable.

6) Hospitalisation & Temporary Absence

A resident who is transferred to hospital, or is temporarily absent, will be charged full fees until the bed is released for use by another resident.

7) Smoking

No smoking is allowed inside Cornford House.

8) Accidents

Whilst all reasonable care and attention is given, the owners cannot accept responsibility for accidents or injury caused by the resident and/or the relatives.

9) Resident's Property

The resident's personal possessions and money are not insured by the owners and no responsibility can be accepted for loss or destruction of the same. Residents should obtain their own insurance cover, if necessary. The resident's own furniture is allowed in his/her room, subject to the permission of the manager.

10) Disclosure of Personal Information to Care Professionals

This agreement authorises the home to share the resident's personal information with care professionals involved in the resident's care.

11) Care Planning

- a) **On-going amendments:** The home may make changes to the care plan as the need arises on the basis that the resident's representative will receive the latest version every six months.
- b) **Photographs:** The home is permitted to hold photographs of the resident for identification purposes.
- c) **Procedure on Death:** This will take full account of the known wishes of the resident and family, as notified at the time of the resident's admission.

12) Complaints

If the resident has a complaint, they should notify the Home Manager. If the complaint is unresolved, then the resident may refer the matter to the Commission for Social Care Inspection, who is responsible for seeing that standards are maintained.

13) Funding

Funding Type	Description	Amount per Week
Private	NHS Funded Nursing Care (FNC)	As determined by NHS
	Resident's Fee	£950.00
	Total Fee	£950.00 + FNC
Social Services Funding Authority: Surrey/ Other (please specify)	NHS Registered Nursing Care Contribution	
	Social Services Fee	
	Resident's Contribution to Social Services Fee	
	3 rd Party Top-up	
	Total Fee	
NHS Continuing Care	Total Fee	

14) Resident Information and Confirmation of Agreement

Room			
Admission Date			
Resident's Name			
Name & Address of person responsible for resident			Relationship to Resident:
Signature of Person Responsible for Resident		Date:	
Home Owner's/ Manager's Signature		Date:	