Patients with a learning disability: Care within hospital
An information guide
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Nursing and carer agreement

Introduction
This information has been developed to help assist hospital staff, family members with caring responsibilities and paid carers to understand each other’s responsibilities when looking after patients with specific and complex needs associated with learning disability. It has been developed to ensure that levels of communication are maintained throughout the patient’s stay.

It is clear that all patients have different needs with regards to personal care, communication, administration of medication and many other activities of daily living, and that carers accompanying patients also have legal, professional and physical limits to the level of care that they are able to provide.

The following agreement template has been developed to ensure that ward staff and carers are fully aware of each other’s responsibilities and expectations in meeting the needs of the patient.

Please take time to discuss all aspects of care that the patient will require whilst in hospital and ensure that it has been discussed with, and mutually agreed by, all relevant parties. Please complete the checklist and ensure that all ward staff are carers are aware of the agreement.

General
1. What level of support will the patient require? (e.g. one-to-one
care and for how many hours?)
2. Who will be contributing to this support (e.g. family, carers, ward staff?)
3. Where carers are required, who will pay for/arrange cover?
   (e.g. family, hospital, PCT, social care)
4. Does the patient require nursing in a side ward? Y/N
5. Have the carers/family been shown (tick as appropriate):

   • toilet facilities
   • fire exits
   • fire procedures
   • canteen/drinks machine

6. What are the communication and cover arrangements (where necessary) for carer meal and comfort breaks?
7. Have the carers been informed of ward round times and days?

**Responsibilities**
Refer to care plan and Traffic Light Passport for specific needs.

Please circle as appropriate

1. **Hygiene**
   hospital family paid carers combination
   comments:

2. **Moving and handling**
   hospital family paid carers combination
   comments:
3. Feeding
hospital family paid carers combination
comments:

4. Toileting
hospital family paid carers combination
comments:

5. Administration of medication
hospital family paid carers combination
comments:

6. Escort within hospital
hospital family paid carers combination
comments:

7. Preparation for theatre/investigations
hospital family paid carers combination
comments:

8. Is an interpreter (including sign language) required? (yes/no)
comments:

9. Who are the people closest to the patient to contact regarding best interest decisions (where the patient lacks capacity to make the decision for themselves)?
List:
Information sharing and communication
In the event that the ward staff, carers or family members have any concerns about any aspect of care or individual responsibilities, they should discuss these with the ward manager or deputy. In the event that any differences cannot be resolved at ward level, then the divisional nurse manager (or manager on call out-of-hours) should be contacted.

Please ensure that a Hospital Traffic Light Passport has been completed and the patient has a learning disability care plan (available to download from the intranet).

For further information and advice, please contact:
The Trust safeguarding team 0161 918 4420 (ext/44420)

Sara Renwick, clinical matron 07805 668029
If English is not your first language and you need help, please contact the Ethnic Health Team on 0161 627 8770

For general enquiries please contact the Patient Advice and Liaison Service (PALS) on 0161 604 5897

For enquiries regarding clinic appointments, clinical care and treatment please contact 0161 624 0420 and the Switchboard Operator will put you through to the correct department / service