

APPLICATION FOR PERMANENT ADMISSION

An Application Form for permanent admission to our Home is attached to this letter. This paperwork is in four parts:

- Main Application
- Financial Assessment
- Data Protection Consent Form
- Medical Certificate

The first three forms should be completed by the applicant or his/her representative while the Medical Certificate/Medical Summary should be completed by the applicant's own doctor. Upon receipt of these completed forms we will process the application without delay.

Please note that we also require a Community Care Assessment to be carried out by his/her local Social Work Department prior to admission.

We strongly recommend to all our Residents that they have a Power of Attorney arrangement in place with a relative, close friend or professional representative in case through time they become less capable of managing their own affairs.

Finally, you will find attached a letter from the Directors of Newark Care, which we would ask you to read carefully, together with some background information on Newark Care and its ethos and some guidelines relating to our Fees and their payment.

You should feel free to contact us if you have any questions on the application process.

Yours sincerely



Graham Richmond – Chief Executive

Encls: Forms/Background information

The Care Inspectorate: Inspection Report

Our normal practice is not to enclose the latest inspection report from the Care Inspectorate. However, the report and its predecessors may assist you in the important decision of selecting the right Home to meet your requirements.

Until we receive your application and can carry out our own clinical assessment of the proposed resident, we cannot be certain if we will be best placed to meet the care requirements of the applicant. Once our assessment is complete, we can then discuss the best way forward.

In the meantime, if you wish to see the latest inspection report for our Home, it may be viewed at Burnfield Care Home or in the offices of Newark Care at 32 Burnfield Road, Giffnock, Glasgow.

Alternatively, you can view the latest report online at the website of the Care Inspectorate (www.careinspectorate.com)