

**BLOOMFIELD CARE CENTRE  
STOCKING LANE, RATHFARNHAM, DUBLIN 16**

**ADMISSIONS PROCEDURE**

**Purpose: To provide guidelines to clinical/administrative personnel in relation to the admission of patients to Bloomfield Care Centre**

**Primary Responsibility: Clinical/Administrative Personnel**

**PROCEDURE**

1. The patient is received by the Staff Nurse on duty and relatives interviewed as appropriate.
2. The Admission Form should be filled in by the Staff Nurse on duty. This form should be completed in clear legible handwriting and should contain name, address, date of birth, gender, religion, marital status, occupation/former occupation, allergies, drugs taken prior to admission, name of referring agency/general practitioner, next-of-kin, next-of-kin contact details.
3. Admission forms to be sent the administration office on the day of admission and recorded in the Director of Nursing's report book.
4. An information sheet outlining the type of care provided by Bloomfield Care Centre is to be read and signed by the patient or patient next-of-kin where appropriate.
5. A Terms of Admission & Payment Guarantee Form will be completed by the patient or next-of kin as appropriate, detailing payment arrangements. In relation to Nursing Home patients, a Contract of Care will also be completed in accordance with the Health (Nursing Homes) Acts.
6. The Medical Superintendent will be informed of the patient's admission and a full medical examination carried out. Each patient is reviewed weekly for the first month, then monthly for three months. Thereafter a full assessment is carried out at three-monthly intervals or more frequently if required. Blood assessments are carried out as required.
7. A nursing assessment is carried out and a Care Plan drawn up within three days of the patient's admission. This is revised at frequent intervals and relevant changes made.
8. Bloomfield Care Centre's Patient Property Policy will apply to all admissions.