

Choice checklist: A handy guide for professionals



Before you start !

- ✓ Have you read the full guidance available at www.sehd.scot.nhs.uk/mels/CEL2013_32.pdf?
- ✓ Have you explored all the opportunities for rehabilitation and reablement with the patient?
- ✓ Does the person lack capacity? Is there a proxy? Is an application for Guardianship needed? Who's applying for it?



Stage One: Planning

Start early!

Set an estimated discharge date and encourage the patient, family or proxy to think about moving on as early as possible ([page 15](#)). This can also help avoid potential disagreements later in the process.

Be clear, open and sensitive!

From admission, make it clear that the patient can't choose to stay in hospital to wait.

Fully explain the hospital's admission and discharge procedures to the patient and family. This will help keep people informed and manage their expectations.

Communicate!

Give the patient a copy of "Ready for Discharge? What happens next?" and any local leaflets.

Discuss the patient's needs with all parties; including the possibility of a move to a care home.

Roles & Responsibilities!

Everyone has a role to play in the choice process—including the patient and family/carer. Fully explain these to all concerned. ([page 12-14](#))

This is particularly important when the patient is being represented by a POA or Guardian—the role of the proxy under the AWI Act should be fully explained. ([page 12](#))



Stage Two: Choosing

Explain!

- ◆ Why the patient needs to move and why staying in hospital isn't an option ([page 4](#)).
- ◆ Why an interim move will be necessary if no vacancies available in the home(s) of choice. (But the patient will stay on a waiting list for their preferred home(s) until a vacancy becomes available). ([page 17-18](#))
- ◆ Give the patient a copy of 'Moving from Hospital to a Care Home', and any local leaflets

Help!

Assist the family to choose **up to three suitable homes**—ideally, at least one should have a vacancy available. ([page 18](#))

If none of the choices are available provide a list of suitable homes with current vacancies and help the patient and/or family to pick a suitable interim home to move to temporarily. ([page 18](#))

Resolve!

Try to resolve any potential disagreements early. If an agreement can't be reached within the set timescales, refer the case onto the Medical Director. ([page 19](#))