CHECKLIST

	NOTES

<u>Public Rooms</u>
 	
Is there a:-
 	
1) TV room/s
2) Radio Room/s
3) Smoking Room (with ventilation)
4) Dining room/activities room
5) Size of rooms in relation to number of residents?
6) Corridor with seating?
7) Are residents allowed to wander in and out the office?
8) Does the home have an overpowering smell?
 	
<u>Toilets</u>
 	
1) Well Positioned?
2) Well signposted?
3) Clean and smelling clean?
 	
<u>Garden Areas</u>
 	
1) Is the area securely fenced?
2) Are paths well laid and safe?
3) Are there seating areas?
4) Is the Garden Area easy to access?
5) Is there shade in hot sunlight?
 	
<u>Staff</u>
 	
1) Does the manager have an 'open door' policy for both visitors and residents?
2) Is the manager friendly and welcoming to visitors and residents?
3) Does the manager show good leadership and management skills?
4) How many deputy managers are there?
5) What is the ratio of staff to residents on
   i) Day duty?
   ii) Night Duty?
   iii) Weekends?
   iv) Bank Holidays?
6) Is there a dedicated laundry assistant?
7) Do the night staff have any laundry duties?
8) How do staff interact with residents?
9) How do staff interact with other staff?
10) Do staff work as a team?
11) Have any staff been on dementia training courses in the last two years?	

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<u>Recreational Activities</u>
 	
1) Is there an Activity Notice Board
2) Do the activities actually take place?
3) Where do they take place?
4) Is there an activities co-coordinator?
5) Is there a whiteboard where today's date and weather is recorded?
    i) Is the whiteboard in a prominent place?
    ii) Does the staff use this whiteboard to help residents know what day it is?
    iii) Is there a storeroom where materials for activities are stored?
 	
6) Are any outside groups invited in to entertain?
 	
    i) How often does such activity take place?
 	
<u>Dining</u>
 	
1) Can you have a meal with residents?
2) Does the staff take time to coax reluctant eaters?
3) Are special diets observed?
4) Is there a choice of cooked meal/sandwich type food?
5) Can food be served elsewhere if resident does not like to eat in the dining room?
6) If a resident does not want to eat at a set time is the food saved for when the resident does want to eat?
 	
<u>Care Plans, Medication, Doctors, CPN's, Chiropodists, Dentists</u>
 	
1) Will you have easy access to care plans?
2) Will you have easy access to weekly medication records?
3) How often will care plans be reviewed?
4) Who will be at the review?
5) Will a CPN regularly check if medication is suitable?
6) Will you (or main carer) ALWAYS be informed of any changes in care plan/medication?
7) Will you ALWAYS be informed if a doctor is	

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called out to visit your relative?
8) Will you ALWAYS be informed of any accidents or illnesses of your relative?
9) Has the home a regular, visiting chiropodist?
   a) How often does the chiropodist visit?
   b) What charges are there for the chiropodist?
   c) If dental care is needed, is there a dentist attached to the home who will come in to give treatment?
 	
Residents
 	
   1) How are residents dressed?
   2) Are the men clean shaven?
   3) Are the ladies wearing any jewelry etc., indicating they have preferences in what they wear.
   4) Are residents wearing glasses?
   5) Does the home have a regular weekly hairdresser?
   6) Do residents appear to have freedom to move around and have choices?
   7) Are there enough public spaces for residents to get away from residents whom they may not like, or away from noisy residents if they wish?
   8) How do staff manage residents who are anxious, or being difficult?	