**Appendix 19**

**SERVICE CLOSURE CHECKLIST**

It is essential to name who is going to be responsible for arranging/undertaking each action.

|  | **TASK** | **LEAD PERSON** | **ACTION BY DATE** |
| --- | --- | --- | --- |
| 1 | Undertake a risk assessment on each individual affected by the service closure. | Case Manager / OT / Nurse Assessor/GP |  |
| 2 | Consider alternative heating, hot water, food etc. if care home and faced with emergency closure. | SOSG Chair |  |
| 3 | Review all individuals– CHC nursing, FNC, O.T. etc. Carry out impact assessment | Case Manager / Nurse Assessor |  |
| 4 | Obtain a list of all individuals from the service provider | C&SDT  |  |
| 5 | Clarify who is responsible for care management/care co-ordination support for each individual? | SOSG Chair |  |
| 6 | Establish what alternative beds are available and where? | C&SDT / UHB |  |
| 7 | Obtain a list of next of kin / Parents | C&SDT/Case Manager / Nurse Assessor |  |
| 8 | Inform families/carers of what is happening and alternative placement | SOSG Chair |  |
| 9 | Determine what involvement will families have (e.g. if care home - packing, transport) | Case Manager/UHB Lead |  |
| 10 | Clarify legal rights families / parents have regarding decision making for the individual . | Case Manager/UHB Lead |  |
| 11 | Consider the role of advocates | Case Manager/UHB Lead |  |
| 12 | Develop a communication strategy – week ends, bank holidays etc. | SOSG Chair |  |
| 13 | Compile and share list of contact numbers – mobile, out of hours etc. to the project group. | SOSG Chair |  |
| 14 | Determine who is financially responsible for each resident. Inform the LA etc. | SOSG Chair |  |
| 15 | Inform Out-of-Hours service. | SOSG Chair |  |
| 16 | Provide information for parents / families re choice procedures etc. | Case Manager/UHB Lead |  |
| 17 | Establish what equipment does each individual need and can it move with them if care home closure? | Case Manager / OT / UHB |  |
| 18 | If unable to move equipment, determine where can alternative equipment be sourced if care home closure? | Case Manager /OT / UHB |  |
| 19 | Arrange situable transport e.g. ambulance if care home closure for adults | WAST  |  |
| 20 | Involve legal section on issues of registration and/ or regulations | CIW |  |
| 21 | Liaise with Press Officers regarding press statement/release. | SOSG Chair/UHB Lead |  |
| 22 | If care home for adults ask manager if there is a natural grouping of residents that could move together? | SOSG Chair |  |
| 23 | To ensure safety and good care, prior to closure, determine where alternative staff be found (with owner’s permission) – agencies. L.A.’s | UHB, SOSG Chair |  |
| 24 | Develop strategy to support individuals, families, and staff following the closure. | SOSG Chair |  |
| 25 | Review individuals following the closure – settling in, move again? | Case Manager / Nurse Assessor |  |
| 26 | Cancel existing contracts immediately – both individual and overarching. | Case Manager / C&C Team / UHB |  |
| 27 | Inform politicians – both local and national (WG) | SOSG Chair |  |
| 28 | Ensure feedback to indicate each task completed/outcomes. | SOSG Chair |  |
| 29 | Keep Director of Social Services, Heads of Service and UHB Executives informed of progress.  | SOSG Chair/UHB Lead |  |
| 30 | Determine medication risks and transporting of medication e.g. controlled drugs, oxygen etc if applicable. | UHB Lead |  |
| 31 | Develop strategy for transfer (or copying) of clinical records if applicable | SOSG Chair/UHB Lead |  |
| 32 | Develop strategy for clinical ‘handover’ of care to new provider if applicable | SOSG Chair/UHB Lead |  |
| 33 | Arrange transportation of individuals personal belongings/furniture if care home closure | SOSG Chair/UHB Lead |  |