

## **DISCHARGE POLICY**

### **1.0 INTRODUCTION**

- 1.1 The discharge of a DRH service user will normally be at the end of a process involving the transfer of support for that service user to a new facility or community support team. This process will usually be co-ordinated by a care manager working within a multi-disciplinary and joint agency community team. A unilateral decision to discharge will never be taken by DRH staff alone.
- 1.2 The discharge planning process should always be entirely person-centred. It should have, as it's main objective, a significant improvement in the service users quality of life. DRH staff should try to ensure that the interests of the service user subject to the discharge process are fully represented. If the ability of the service user to speak for themselves is limited and there are no close relatives to speak on their behalf the support of an independent advocate should always be sought.
- 1.3 DRH recognises that DRH service users may reach a point in their lives when their needs can better be served by a new environment, more independent living or a more specialist social or healthcare provider. DRH will actively support the aspirations of service users who wish to continue their lives beyond the support of DRH.
- 1.4 A temporary transfer to a NHS healthcare facility for a short period of assessment or treatment does not require that a service user be discharged from the care of DRH

### **2.0 RESPONSIBILITY FOR DISCHARGE PLANNING**

- 2.1 Home Managers are responsible for ensuring that no decision to provide alternative support/accommodation, outside of DRH, is taken without the full involvement of all appropriate individuals and agencies. (The term Home Manager in this policy refers to the Manager of Care Homes and the Managers of Independent Mental Health Hospitals

- 2.2 Home Managers will ensure that they and their staff are entirely clear where the responsibility for organising alternative placements/support actually rests. In most cases responsibility will rest with the service users social worker (care manager) but this should never be assumed.
- 2.3 Home Managers should provide every reasonable assistance to those involved with making a decision over future arrangements for a service user.
- 2.4 Home Managers will ensure, wherever possible, that all discharges are planned well in advance so that proper and effective continuity of care can be established and that individual service users have the maximum independence, choice and control over their lives.
- 2.5 Home Managers will ensure that service users for whom alternative support is being arranged will have adequate information presented in the form most accessible to the service user to enable them to understand the choices available to them.
- 2.6 Home Managers will ensure, to the best of their ability, that any discharge plan is explained to the service user in a language and manner accessible to them.
- 2.7 While a decision to move a service user to alternative forms of support outside of DRH can legitimately be taken by purchasers of services and service users are free to negotiate support from other providers, Home Managers are responsible for ensuring that the service users best interests are represented as objectively as possible. This will normally involve independent advocacy.

### **3.0 DISCHARGE ARRANGEMENTS**

- 3.1. The formal decision to discharge a service user from a DRH facility shall be taken by the Chief Executive or Deputy Chief Executive following notification of discharge and future support arrangements by the Home Manager.
- 3.2 Home Managers will ensure that the service users property is carefully Identified, collated and appropriately packed in readiness for the individuals departure.
- 3.3 Home Managers will ensure that appropriate arrangements are made to ensure that the service user maintains a supply of medication.

- 3.4 Home Managers are responsible for ensuring that all relevant personal and clinical information (including risk assessments) are transferred with the service user to those involved in providing future support
- 3.5 The DRH Appointee will make appropriate arrangements for the transfer of their responsibilities.
- 3.6 Liaison Officers are responsible for ensuring that relevant departments such as the Department of Work and Pensions are notified of any discharge

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