



Care Act Review Meeting

Terms of Reference

1. Background:

The Care Act Review Meeting is conducted in accordance with the Care Act 2014, which mandates regular reviews of care and support plans for individuals receiving care services.

The purpose of this review meeting is to assess and evaluate the effectiveness of the current care and support plan for the resident residing in [Name of Nursing Home].

2. Frequency:

Care Act reviews should be completed annually for all residents funded (fully or in part) by the local authority

3. Purpose:

To conduct a comprehensive review of the resident's care and support needs as per the requirements of the Care Act 2014.

To evaluate the resident's progress and outcomes achieved since the last review.

To identify any changes in the resident's circumstances that may necessitate adjustments to the care and support plan.

To ensure that the care and support provided aligns with the resident's preferences, goals, and aspirations.

To involve the resident, their family members or representatives, and relevant care professionals in the review process.

4. Scope:

Review the resident's current care and support plan, including goals, outcomes, and care arrangements.

Assess the resident's physical, mental, emotional, and social well-being.

Evaluate the effectiveness of interventions and support services provided.

Discuss any concerns or issues raised by the resident, family members, or care providers.

Determine any changes needed to the care and support plan to enhance the resident's quality of life and well-being.

5. Participants:



Resident: [Name of Resident]

Relevant Persons Representative (if applicable): [Name of RPR]

Family Members or Representatives: [Names of Family Members or Representatives]

Nursing Home Staff: [Names and Roles]

Social Worker/Care Coordinator: [Name and Role]

Healthcare Providers: [Names and Roles]

Any other relevant professionals involved in the resident's care and support.

6. Objectives:

To ensure the resident's care and support plan reflects their current needs, preferences, and goals.

To promote transparency and collaboration among all stakeholders involved in the resident's care.

To identify any gaps in care provision and develop strategies to address them.

To document the outcomes of the review and update the resident's care and support plan accordingly.

To establish a timeline for the next review meeting based on the resident's needs and circumstances.

7. Meeting Logistics:

Date: [Scheduled Date of the Meeting]

Time: [Scheduled Time of the Meeting]

Location: [Meeting Venue]

Chairperson: [Name and Role of the Chairperson]

Agenda: A structured agenda will be circulated prior to the meeting, detailing topics for discussion and time allocations.

8. Documentation:

Meeting minutes will be recorded to document discussions, decisions made, and actions agreed upon during the review meeting.

The updated care and support plan will be prepared and shared with all relevant parties following the meeting.

Copies of the minutes and updated care plan will be distributed to the resident, family members, relevant professionals, and maintained in the resident's care records.