



The Madog Care Home

www.madogcarehome.co.uk

**Garth Road
Porthmadog
Gwynedd
LL49 9BN**

Tel. : 01766 513513

Fax : 01766 513525

Email : [madogcarehome @ btinternet.com](mailto:madogcarehome@btinternet.com)

PHILOSOPHY OF THE HOME

The philosophy of the home is to respect the service users needs and to help them regain their dignity and autonomy without compromising their individuality or independence. All our residents will be given full respect for their dignity, beliefs, needs and privacy, and the right to make decisions about their care and quality of life.

We aim to provide an individualised centred care of the highest quality in an environment of mutual trust and respect.

We believe in a holistic approach to caring for the individuals physiological, psychological, spiritual and social needs.

We aim to always provide support for the service user and his/her family and keep them informed in the care they receive and in the provision of individualised service users centred care.

Care and attention has been taken to provide suitable accommodation suitable for those less able, by providing the appropriate equipment and safety measures required to maintain their safety and well being.

Majority of our staff are bi-lingual (English / Welsh)

Amenities & Services Within the Home

The Madog Care Home is a purpose built building which meet all the governing regulations regarding building, fire and health. The Home is situated in a superb location in the town of Porthmadog facing the mountains of Snowdonia National Park, Porthmadog Harbour and the estuaries of the Glaslyn and Dwyryd Rivers.

The number of persons kept at any one time in the Home (excluding persons caring, or employees in, the Home together with their families) will not exceed forty four (44). We can accommodate 44 service users in all, male and female. The Care Home will provide accommodation and nursing or personal care for persons who for various reasons, including age and disability, are in need of it. We provide care for elderly vulnerable people.

On the ground floor we have three dayrooms. One-day room is specific for people who want peace and quiet. In our “blue room” service users can read, have a quiet conversation or just sit quietly reminiscing (size of room 23.15m). In the main lounge we have two televisions, radio and a cassette player (68.74m) In our small lounge we have a small library facility along with some talking books (14.31m). This lounge may be used for private get-togethers with relatives, discussions with professional advisors etc.

We have two dining areas (dining room 1, 49.33m, second 30.88m). There is a fully equipped kitchen, which complies with all the environmental health regulations and standards. Everyone is given an alternative to the daily menu choice.

Bedrooms are furnished to the highest standard with central heating.

The bedroom sizes vary in sizes from 10.13m to 16.35m.

On the first floor we have nineteen (19) single bedrooms and one double all en-suite. The bedroom sizes vary in sizes from 10.13m to 16.35m. A television will be provided on request. There is a telephone point in every bedroom and a phone will be installed on request. Every bedroom has a carer call system. Service users are encouraged to have in their room their own personal items such as ornaments, pictures, photographs etc. to create their own familiar surroundings. There are two bathrooms, one fully equipped with a hoist and shower.

A fully equipped hairdressing salon is available and the hairdresser can visit twice weekly.

There are two bathrooms, one fully equipped with a hoist and shower.

On the second floor (top floor) we have nineteen (19) bedrooms, seventeen (17) single en-suite and two double room / en-suite / bath. The bedrooms vary in sizes from 10.13m to 16.13m (singles) and 18.48m for the doubles. There are three bathrooms, one fully equipped with a hoist and shower.

There is a lift to all floors.

New service users are admitted on the basis of a full assessment undertaken by a registered nurse. Individuals who are self-funding and without a care management assessment / care plan; the registered person carries out a needs assessment. Each service user has a plan of care for daily living, and longer-term outcomes, based on the Care Management assessment and Care Plan or on the homes own needs assessment. The home maintains the records required by regulation for the protection of service users and for the effective and efficient running of the business. Service users have access to their records and information about them is held by the home. Individual records and home records are kept secure and in good order; maintained and used in accordance with the statutory requirements by the Data Protection Act.

- 1) Single / sharing / en-suite / bedrooms. T.V and telephone plugs in each room.
- 2) Call system with room indicator panels.
- 3) Spacious, comfortable well maintained sitting areas with colour televisions / access to sky TV / video / radio and cassette player.
- 4) Bathrooms fitted with hydraulic hoists and shower room.
- 5) Adapted toilet facilities / commodes.
- 6) Experienced Chef/Cook will provide nutritious well-balanced meals. We are able to provide any vegetarian or medical diet that's required.

- 7) Regular visits by Chiropodist. Hairdressing salon on site. A range of other therapies i.e. Physiotherapy are available should they be required. These would be prescribed after discussion with the residents General Practitioner.
- 8) Fully maintained eight-person lift.
- 9) Comprehensive fire alarm system and equipment.
- 10) Visiting clergy for all denominations.

All Health and Safety equipment are strictly adhered to.

The Home is regularly maintained and a handy man is employed. We have housekeeping staffs that ensure a high standard of cleanliness around the home. The grounds have been landscaped to provide a tranquil environment, free from noise in which the service users and their friends and relatives are encouraged to sit, weather permitting.

The building is well lit both internally and externally with the added benefit of night security lights.

STATEMENT OF PURPOSE

The name and address of the company is Madog Nursing Home Ltd, Garth Road, Porthmadog, LL 49 9BN. The Director is Mrs J.V.Jones.

The Matron, Mrs Jill V.Jones has 23 years nursing experience both in the NHS and the Private Sector. In 1978 she commenced her training at Llandudno General Hospital and in 1980 qualified as an Enrolled Nurse. In 1980 she went to work at Eryri Hospital and in 1982 left to get married and began a family. In 1990 she was employed at the Wern Manor, Porthmadog. In 1999 she completed her conversion and qualified as a Registered Nurse and was immediately promoted to Deputy Matron. In 2001 applied for the Matrons job at the Madog and was successful.

The responsible individual is Mr Andrew Paynter. He is a Qualified Accountant and is self employed. He has worked for the company for the last 3 years and he is also actively involved with 10 other Nursing Homes in the Wrexham area.

There are sufficient numbers of staff in the home to provide good quality care. We have 9 carers with NVQ 2 (caring) and 6 with NVQ 3. We have 1 carer completed her NVQ 4 in caring. We presently have 6 carers working towards their NVQ 2.

Staffing:

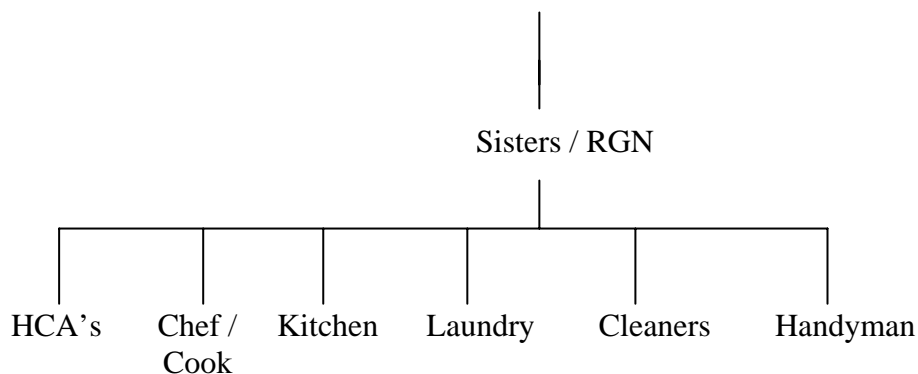
- 38 carers at present
- 1 with NVQ 4 (caring)
- 9 with NVQ 2
- 6 with NVQ 3
- 5 near completing NVQ 2

3 Registered Nurses completed their Registered Managers Award NVQ 4.

Our Chef + cook maintain the highest standard of food hygiene and are in possession of the Food Hygiene Certificate.

Manager / Nurse Manager

Responsible individual / Mr Andy Paynter.



We presently employ 5 men as Health Care Assistants. We respect all our Service Users and adhere to their choice of gender to administer personal care. The home provides care for males and females who require nursing / residential care, for the older person. We have 44 beds. Provided that we have beds available, we can accommodate requests for Respite Care.

Each service user is individually assessed. The Data Protection Act protects all information held on record. Service users may access information held about them through the Matron. All information is treated in the strictest of confidence. Breach of confidentiality will result in staff discipline. There may be occasions when information about a resident will have to share with other professionals involved in their care e.g. Doctors, Social Workers and Hospitals for reasons of protection or treatment. Residents will be informed when information about them will be shared. The person conducting the assessment will be sensitive and respectful at all times.

The Madog do not allow pets.

The Matron or one of the Sisters will arrange to visit the prospective service user when at home or in hospital. This allows for the collation of information. The information gathered will allow the Matron or Sister to assess whether or not a placement at the Madog Care Home would be suitable for the service user. Prospective Service Users are invited to visit the home and offered a place on a trial basis before making a long term commitment.

The assessment process looks at a few basic details such as Name, Address, Date of Birth and General Practitioner.

We then look at the service users general well being and assess how he/she copes with basic activities of living such as washing and dressing, mobilising, eating and drinking etc. the assessment also requires the assessor to investigate issues, which affect communication, such as vision and speech.

When a person has been unwell and spent a considerable time in bed, the skin integrity can be compromised. The person performing the assessment will also check the skin integrity and check the Waterlow Score (if in hospital) of the service user. This is an audible tool, which is used within the local NHS Trust and within the Home to ensure the continuity of care.

In order to provide a holistic care package, we pride ourselves in taking the time with the service user and the family to gather as much information as we possibly can about our prospective service user. This will include history of falls and past history as well as past time activities and hobbies.

It is guaranteed that a full assessment will be carried out on each individual service user upon their arrival at the Madog Care Home. All service users property will be recorded on admission. If relatives or friends bring additional items it is their responsibility to inform the person in charge.

We are a part of the multi- disciplinary team, which consists of General Practitioners, Social Services, Physiotherapist, Dietician, Tissue Viability Nurse, Palliative Care Nurses, and Chiropodist etc. Where it is recognised that an individual has requirements which need specialist intervention e.g. by specialist nurses or teams, the home will contact the appropriate team to ensure that the best standard of care is delivered to the service user.

The Home can provide accommodation for nursing or personal care.

If there is an emergency admission the Person in Charge will gather as much information as possible (from the family, social worker etc) and then decide if a placement will be suitable or not.

All Service Users and their families are encouraged to pursue any hobbies/interests and arrangements are made to attend external functions. The home provides entertainment and social events in order to stimulate our Service Users.

We have a service users satisfaction form, which aids us to monitor and maintain our high standard of care at the Home. We also have a relatives/friends satisfaction form which runs hand in hand with the service users questionnaire.

A professional person checks the fire alarm system, the emergency lighting arrangements and the fire-fighting equipment provided on the premises at regular intervals. This ensures that they are maintained in first class condition and ready for use at all times. A fire drill is held regularly, usually on a Friday at 11 am.

Service users have opportunities to exercise choice in relation to religious observance. The Madog Care Home will ensure that our service users religious beliefs are respected. Arrangements can be made for the clergyman to visit and give a sermon at the home, for people who would be interested. The home will make every effort to learn about different beliefs with which we may come into contact.

Relatives and friends are welcome to visit and are encouraged to participate in the overall care and in outings and family activities (if desired). Service users maintain contact with family, friends, representatives and the local community as they wish. Service users legal and civil rights are respected and protected.

Service users, or anyone concerned for their welfare, may feel free to register a request or complaint, in writing or verbally, to the Person in Charge on duty. If unresolved, the Matron will deal with the complaint. All complaints will be treated seriously and sympathetically; they will be investigated and recorded. There is an assurance that any complaint will be responded to within a maximum of 14 days. There is a written complaint procedure in the foyer, which details the addresses and telephone number the Care and Social Services Inspectorate for Wales (CSSIW) and the Ombudsman if you do not receive satisfaction from the Home.

If the matter cannot be resolved to your satisfaction, you may contact the Care Standards Inspectorate for Wales, Government Buildings, Penrallt, Caernarvon. Tel: 01286 662 302. Should you not receive satisfaction from the Authority, or have complaints against it, you may contact the Commissioner for Local Administration (The Ombudsman).

In the case of complaint which relates to the professional conduct of nurses working at the Madog Care Home, the complaint may be referred to the Matron, if unresolved you can contact the NMC (Nursing and Midwifery Council), 23, Portland Place, London, W1N 4JT.

Complaint against a General Practitioner undertaking the care of service users (clients) should be directed to the Family Health Service Authority; otherwise the matter is between the service user/client and practitioner. A Service User complaining of unprofessional conduct by a GP or a Dentist in registered premises should be referred to the General Medical Council or the General Dental Council respectively.

Useful contacts for service users and their representatives:

Care and Social Services Inspectorate for Wales (CSSIW),
Government Buildings,
Penrallt,
Caernarvon,
Gwynedd.
LL55 1EP.

Tel: 01286 662 302.

Social Services:

Gwynedd Council: 01758 613 131.

North Wales Health Authority

Preswylfa,
Hendy Road,
Mold,
Flintshire,
CH7 1PZ.

Tel: 01352 700227.

All service users have a plan of care, which they or their representative have helped to develop, which are reviewed on a monthly basis.

On the ground floor we have three dayrooms. One-day room is specifically for people who want peace and quiet (size of room 23.15m). In our small lounge we have a library facility along with some listening books and an organ (size of room 14.31m). In our main sitting room we have two televisions, radio and a cassette player (size of room 68.74m).

We have two dining areas (first dining room 49.33m second 30.88m). On the first floor we have nineteen single bedrooms all en-suite. The bedroom sizes vary from 10.13m to 16.35m. On the second floor we have nineteen bedrooms, seventeen single en-suite and two double room/en-suite/bath. The bedrooms vary in sizes from 10.13m to 16.13m (singles) and 18.48m for the doubles.

We have a hairdressing salon and a professional hairdresser visits weekly, however she can visit twice a week if needed.

All service users will be treated with respect and their right to privacy is upheld. The philosophy of the home is to respect all our service users needs and to help them regain their dignity and autonomy without compromising their individuality or independence. All our service users will be given full respect for their dignity, beliefs, needs and privacy, and the right to make decisions about their care and quality of life.

In the elderly confused service user, the actual use of bedrails may lead to serious injuries. It is therefore vital that the risk of falling for each service user is individually monitored and assessed. If a service user has been assessed as requiring the use of bedrails. It is policy for the home to gain verbal and written authority from the next of kin prior to implementation.

It is inappropriate and unsafe practice to restrain service users. All service users will be assessed by the Nurse in Charge and the General Practitioner as to the need, (if any) of any intervention. All effort will be made to ensure the service users safety.

CONDENSED STATEMENT OF PURPOSE

The name and address of the company is Madog Nursing Home Ltd, Garth Road, Porthmadog. LL49 9BN. The director is Mrs J.V.Jones.

The Matron, Mrs Jill V.Jones is a Registered General Nurse with 23 years of experience both in the NHS and the Private Sector.

The registered individual is Mr Andy Paynter. He is a qualified Accountant with years of experience in the caring sector.

There are sufficient numbers of staff in the home to provide good quality care. The majority of the staff are working towards their NVQ level 2 and senior carers have level 3. All trained staff has several years of experience in both NHS and Private Sector.

The home provides care for males and females who require nursing / residential care over the age of 65. The admission criteria including emergency admission can be viewed by request.

All Service Users and their families are encouraged to pursue any hobbies/interests and arrangements are made to attend external functions. The home provides entertainment and social events in order to stimulate our Service Users.

There are policies in place to deal with fire and any other emergency and also a comprehensive complaints procedure. There is also a policy regarding the use of restraints.

All Service Users are treated with respect and dignity and religious beliefs are met within the home. Privacy and confidentiality are also fully respected at all times.

The home can provide care for 44 Service Users. All rooms have en-suite facilities and comply with sizing regulations issued by the Care Standards.

All Service Users will have their placements here reviewed as in the regulations set by Care Standards.

AIMS AND OBJECTIVES OF THE MADOG CARE HOME.

The Madog Care Home can accommodate 44 service users, male and females and provide personal care for persons for various reasons including age, disability and vulnerable people.

- All service users will be treated with respect and their right to privacy is upheld.
- Service users health care needs are fully met
- Service users receive a wholesome, appealing, balanced diet in pleasing surroundings at times convenient to them
- Service users, where appropriate, are responsible for their own medication, and are protected by the home's policies and procedures for dealing with medicines
- The health, safety and welfare of service users and staff are promoted and protected by a Health and safety policy
- Service users benefit from knowing that at the time of their death staff will treat them and their family with care, sensitivity and respect
- Service users needs are met by mix skilled and qualified staff
- Service users are in safe hands at all times
- Service users live in a home that is managed by a person who is fit to be in charge, of good character and able to fully discharge his or her responsibilities
- Service users can be sure that the home is responsive to their wishes and needs
- Service users are safeguarded by the financial procedures in the home, and by its continuing viability
- Service users and their relatives and friends are confident that their complaints will be noted, taken seriously and acted upon
- Service users are protected from abuse
- Service users financial interests are safeguarded
- Service users live in a safe, well maintained environment
- Service users have sufficient on en-suite facilities
- Service users have access to the equipment they need to maximise their independence.
- Service users have enough space in their rooms to meet their needs
- Service users live in a safe and comfortable room with their own possessions around them
- Service users experience their home as clean, pleasant and hygienic.

TERMS & CONDITIONS OF ACCEPTANCE AT THE MADOG CARE HOME.

1. Induction.

Residents are accepted on the following Terms and conditions of acceptance whether the stay is intended to be permanent or temporary. These terms and conditions of acceptance shall be accepted prior to taking up residency by either the resident or their representative.

2. Tenure

The proprietor and the resident or their representative agree that it is not the intention to create between them the relationship of landlord and tenant and that legal possession and control of any room or area occupied by the resident remain vested in the proprietor at all times.

A deposit of £100 confirms acceptance of a room. This will secure the room for two weeks, when full fees become payable. When you take up occupancy, the deposit will be deducted from your first month's invoice. In the event that you do not come into the home, the deposit is non-refundable. Once the deposit is paid, we do not require any further payment until after admission. Ten days after admission the person responsible for paying the fees will receive an invoice together with the "terms and conditions of acceptance" that need to be signed and returned to our accounts department.

3. Information Given and Trial Period

We ask that information given to us should be full and as complete as possible. This is to avoid any distribution to the resident and the home. Should matters come to light that we have not been aware of after accepting the potential resident, and had we been made aware of, would have led us advising against residency at the Madog Care Home, we reserve the right to make an administration charge of £50.00.

The resident shall initially be accompanied on a trial basis for one calendar month. If during, or at the end of, the trial period the resident or the proprietor should decide that permanent residence would not be desirable, for whatever reason, residency shall terminate on the giving of notice in writing to the other party and the resident shall vacate the room at a time as may be agreed between the parties. Resident may be asked to leave the home should their social behaviours deteriorate to the point where their presence in the home would be disruptive or dangerous to themselves or to other residents, or non-payment of fees. After discussion with all parties concerned, all assistance possible would be given in relocating to a suitable home. Deteriorating health needs may mean moving to a more suitable facility to meet their needs.

Fees will be payable under the arrangements specified in clause 5.

4. Permanence

Every endeavour will be made to keep the resident in the home even when ill, provided that the resident's GP is satisfied that the home can give adequate care, however the proprietors do reserve the right to ask resident to leave if the home is unable to give the care required, or if the resident causes disharmony in the home.

The Management undertake to enlist the support of the NWTrust as necessary to enable the resident to remain in the home in the event of illness, should resident wish to, and unless the resident's GP recommends alternative arrangements.

5. Payment of Fees

Fees are due to be paid one calendar month in advance. The first payment may be made by a bankers draft, building society cheque or personal cheque. Subsequent payment is to be made by standing order and to be credited to the home's bank account on the 1st day of each month in advance.

Any refunds due on termination of residency will be made as soon as possible; after all personal possessions of the resident have been removed from the premises.

6. Review of Fees

One month's notice will be given in writing when fees are to be reviewed to the resident or their representative. The Management reserve the right to: -

- a) Review the fees if the resident changes room to one of a different fee.
- b) Review fees generally if increased cost dictates.
- c) Review fees in the event of prolonged periods of heavy caring due to the resident's mental or physical condition.

Seven days notice will be given in respect of (c).

7. Fees in Case of Absence

Residents in hospital or on social leave will be charged the normal rate for the room during their absence.

7a Fees in the Event of Death

In the event of a death of resident, fees will be charged for a period of ten days after the death. If the room is cleared of possessions quickly and is available for re-occupancy, after redecoration, in less than 7 days a refund will be made of 3 days fees.

8. Guarantee / Responsibility for fees and Charges.

The resident and/or their representative who signs these Terms and Conditions of Acceptance assume responsibility jointly and severally to pay all fees and charges as may be claimed under the terms of this contract from either party.

If the affairs of the resident are managed by the Court of Protection, the resident's representative undertakes to accept responsibility for any debts accruing to the Home before and whilst the affairs of the resident are being processed by the court.

9. Care

Fees will cover the provision of furnished accommodation, light, heat and all meals, beverages, normal laundering of machine washable clothes, the provision of linen, and aid with personal needs individual to that resident. When medical appointments are required outside the home the cost of staff time will be charged to the resident's account. The increased fee for nursing care is mainly to provide higher staffing levels – including a Registered Nurse 24 hours a day, 7 days a week. It covers the cost of specialist equipment such as hoists, nursing beds, pressure relieving mattresses etc.

The Local Health Board makes a financial contribution towards the nursing care according to assessed needs. Our staff will be happy to advise you.

9a Items not included in the Fees

There are some optional services that are provided that are not included in the fees. These include: -

- Chiropody
- Escorted Visits to Hospital / Dentist / Opticians
- Hairdressing
- Newspapers
- Manicure
- Lunch outings and General Outings.
- Private Physiotherapy
- Telephone Rental plus cost of calls made.
- Toiletries

10. Care During Illness

In the event of illness, the resident will be cared for in their room. If a resident's GP advises hospitalisation their room will be kept in accordance with Clause 7.

11. Use of Facilities

All the facilities of the home are available for use by the resident and their visitors.

12. Safety

To allow for the smooth running of the home the following considerations are requested: -

- a) The Person in charge must check all electrical appliances. If the item is unsafe the item cannot be used until repaired, at the residents expense.
- b) All clothes should be named clearly to assist with laundering.
- c) No pets or animals may be bought into the home by the resident unless by special arrangement with the proprietor.
- d) If a resident intends to be out for meals, timely advice will allow for medication to be prepared in good time for the period of absence.
- e) When residents go out families should advise staff.

For added security the home provides keys to every residents room, and all rooms should be locked at all times as the Management will not be held responsible for missing items.

13. Period of Notice and Non-Payment of Fees.

A resident or their representative must give one months notice in writing or pay an amount equivalent to one months fees in lieu of notice.

14. Moving rooms

Although every effort is made to accommodate the resident in the room of their choice, the Management reserve the right to move a resident to other accommodation within the home if required on medical, social or practical grounds, and in cases of urgent repairs and decoration.

It may be necessary to request a third party top up fee on some of our bedrooms. Our staff will be happy to advise you of this fee.

15. Personal Possessions

No responsibility whatsoever can be accepted by the management for items mislaid, lost, stolen, damaged or destroyed.

Individual residents possessions and valuables are insured to a gross of £1,000 (one thousand pounds) per claim.

There is an excess of £250.00 for items mislaid, lost or stolen.
 £50.00 for items damaged or destroyed.

Residents are advised to arrange their own insurance for all their possessions kept in the home.

16. Marketing of Clothes and Machine Wash ability.

All laundering is carried out on the premises and resident's clothes should be labelled with their name, preferably with sewn in nametapes or permanent marker pen. The clothes should be machine washable. Whilst every care is taken to look after residents clothing, the home cannot be held responsible for accidental damage or loss. The management do not accept responsibility for items of laundry that are hand wash or dry clean only or not labelled.

17. Fire Regulations

Residents are required to keep all fire doors closed and shall not jam open any doors. Residents and their visitors should familiarise themselves with the fire exit and the fire drill.

18. Alcohol

The management have no objections to residents keeping or consuming alcohol within reason. Residents are advised to check whether any medication they are on react with alcohol.

19. Furniture

Residents are welcome to have a selection of their furniture in their room. When a resident leaves the home all personal effects must be removed. Refunds on fees overpaid will take place once the possessions are removed.

20. Visiting

There are no set times for visiting. Visitors are welcome at any reasonable time convenient to the resident.

21. Smoking

We have a strict “No Smoking Policy”, which applies to all the Madog employees, contractors, members of the public and any other person on entering the homes building. We have a designated smoking area for our residents only, under supervision. We do however request that our residents refrain from smoking 1 hour before every mealtime. Practical help and encouragement will be given to our residents should they wish to stop smoking.

22. Medicines

Where the resident is on medication at the time of admission to the home, the management should be informed upon admission. The resident GP will advise whether the resident can manage his or her own medication.

23. Legal Advice and Correspondence.

Residents who are unable or prefer not to control their affairs are strongly advised to arrange for their next of kin, friend or bank manager or solicitor to control them on their behalf. The management and staff have no responsibility for or interest in, claim on a residents financial recourses or estate other than any fees or debts rightfully due.

Any correspondence will be given to the resident unless we are instructed in writing to the contrary.

24. Complaint

Residents, or anyone concerned for their welfare, may feel free to register a request or complaint, in writing or verbally, to the Person in Charge on duty. If unresolved the complaint will be dealt with by the Nursing Manager. All complaints will be treated seriously and sympathetically; they will be fully investigated and recorded. If the matter cannot be resolved to your satisfaction you may contact the Care standards Inspectorate for Wales, “Block H”, Government Buildings, Dinerth Road, Colwyn Bay, Conwy, LL28 4UL. Tel: 01492 542 580.

Should you not receive satisfaction from the Authority, or have complaints against it, you may contact the Commission for Local Administration (The Ombudsman).

25. Signing this Document

Please read the Terms and Conditions of Acceptance prior to signing below, you are entering into a legally binding contract.

Failure to read the Terms and Conditions of Acceptance will not excuse you from compliance or legal consequences. If there are any parts of this contract you do not understand, please ask the manager or accountant.

I have read the Terms and Conditions of Acceptance and agree to abide by them.

The agreed rate for the room is

Fees payable by:

I have received, read and understood the above Terms and Condition of Acceptance.

- 1) Health Authority
- 2)Social Services
- 3) Representative.

Signature of Person in Charge

7Date