



# SUNBURY NURSING HOMES

Thames Street, Sunbury-on-Thames

Middlesex TW16 6AJ

Tel: 01932 785414

Fax: 01932 772421

e-mail: [chris@sunburynursinghomes.co.uk](mailto:chris@sunburynursinghomes.co.uk)

[www.sunburynursinghomes.co.uk](http://www.sunburynursinghomes.co.uk)

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## FINANCIAL INFORMATION

- SPECIMEN ADMISSION AGREEMENT
- PAYING FOR NURSING HOMES CARE - FREQUENTLY ASKED QUESTIONS
- REGISTERED NURSING CARE CONTRIBUTION INFORMATION

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**Sunbury Nursing Homes Limited**

Registered at above address - No. 3268807

Registered with Commission for Social Care Inspection

Member of the Registered Nursing Home Association

Directors: Mr J White, Mrs J Hartland, Miss N White, Mr C White

**Admission Agreement for xxxxxxxxxxxxxxxxxxxx**

<b>Accommodation</b>	<b>Fees:</b> Single room from £1046 to £1208 per week Shared room £878 per person per week	<b>Start date</b>
<b>Patient's Representative - xxxxxxxxxxxxxxxxxxxx</b>		

**1 Provision of Care**

- 1.1 Sunbury Nursing Homes will take all reasonable measures to provide nursing, health and social care appropriate to the individual needs of the patient.
- 1.2 The patient's needs will be assessed on admission using information gathered from the patient, his or her relatives and other health care professionals previously involved in the care of that patient.
- 1.3 The assessment information will be used to devise a personal nursing care plan for the patient which will be appropriately implemented, monitored, evaluated, reviewed and updated on a regular basis.

**2 Delivery of Care**

- 2.1 The care service will be delivered in accordance with the homes' Philosophy of Care and Patients' Charter as detailed in the Resident's Handbook that is issued to patients and their personal representative on admission.

**3 Services/Items included in fees:**

- 3.1 Full day and night nursing care
- 3.2 Full board and lodging
- 3.3 Laundry including personal items

**4 Services/Items not included in fees:**

- 4.1 Medical and other specialist health care services which are not provided under the National Health Service
- 4.2 Medications and other prescribed items which are not available on National Health Service prescriptions
- 4.3 Personal professional services such as hairdressing, manicures, chiropody, etc.
- 4.4 Personal television and telephone service in bedroom
- 4.5 Personal requirements such as tissues, talcum powder, shampoo, steradent, toothpaste, confectionery, biscuits, fruit cordials, newspapers and magazines.
- 4.6 Transport to and from the nursing home for any reason including hospital visits when NHS transport is not available.

**5 Additional Services/Items**

- 5.1 Any requirement for services/items which are not included in the fees will be provided on request and charged on the basis of cost plus 10% service/handling charge per service/item. Details of current charges are available on request.
- 5.2 Invoices for these services/items are issued monthly in arrears and are due for payment on receipt of invoice.

**6 Payment of Fees**

- 6.1 Invoices for fees are issued monthly in advance for the number of days applicable in the month. One full day's fees are chargeable for any day or part of day that the person is resident within the home
- 6.2 Invoices for fees to be paid in full on receipt of invoice or by monthly bank standing order on the first of each month.
- 6.3 The minimum fee period is seven days.
- 6.4 Financial responsibility for payment of fees and personal expenses lies with the patient and his/her representative(s) who make the admission arrangements.
- 6.5 In the event of non payment of fees or an unagreed delay in payment of fees Sunbury Nursing Homes Ltd reserves the right to terminate the contract giving one week's notice in writing.

**7 Fees Increase**

- 7.1 It is necessary for fees to be reviewed periodically, normally on an annual basis in April to coincide with the general increase in DSS benefits, and a minimum of fourteen days notice in writing will be given of any increase in fees.

**8 Temporary Absence**

- 8.1 Full fees are charged in the event of a patient being temporarily absent from the Home (due to admission to hospital for example) for up to 28 consecutive days.
- 8.2 In the event of absence lasting more than 28 consecutive days, then a 10% reduction in the fees will apply for the period in excess of 28 consecutive days until the patient returns to the Home or the residency is terminated in accordance with the notice provisions of this agreement.
- 8.3 The accommodation occupied by the patient will be kept available for him/her throughout the period of absence and not used for any other purpose unless agreed otherwise.

**Admission Agreement for xxxxxxxxxxxxxxxxxxxx**

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**9 Trial Period and Termination**

- 9.1 The placement is subject to three months trial period during which time the placement may be terminated by either party giving one week's notice in writing.
- 9.2 One month's notice in writing must be given to terminate the placement once the trial period has been completed.
- 9.3 Fees will be charged in lieu of notice in the event of a patient leaving to take up residence elsewhere before the expiry date of the required notice period.
- 9.4 In the event of death fees remain payable for seven days after the date of death.
- 9.5 The minimum charge is one week's fees.

**10 Clothing and personal requirements**

- 10.1 The patient must have an adequate supply of day and night clothing and personal requisites such as a face flannel, body flannel, talcum powder, shampoo, tooth or denture cleaning items.

**11 Medical attention**

- 11.1 Is provided under the National Health Service unless private arrangements are made.
- 11.2 Prescribed medication which is not available on NHS prescription will be charged to the account.
- 11.3 Patients are registered with a local GP unless we are advised that the existing GP wishes to continue caring for the patient whilst in our care.

**12 Cash and Valuables**

- 12.1 Sunbury Nursing Homes Ltd cannot accept any responsibility whatsoever for patients' possessions, valuables, and personal effects of any description and should patients bring or have brought into the Nursing Homes any such items they do so entirely at their own risk and should therefore effect their own comprehensive insurance cover against loss or damage or any other insurable risk.
- 12.2 For reasons of security we strongly advise against patients retaining cash and valuables.
- 12.3 Any personal requirements can be obtained through our stores on the account thus alleviating any need for cash transactions.
- 12.4 Staff are not permitted to undertake shopping errands for patients on a private basis.

**13 Visitors**

- 13.1 There are no restrictions whatsoever on visiting but visitors may be asked to leave the patient's room while essential nursing or care tasks are carried out.
- 13.2 Visitors are welcome to take patients out with the permission of Matron but do so entirely at their own risk.

**14 Fixtures and Fittings**

- 14.1 For safety reasons installation of any electrical appliance, fixture or fitting, and repairs of any kind in a patient's room must only be undertaken by our maintenance staff or appointed/approved contractors.

**15 Telephones**

- 15.1 Except for a pay phone in each building telephone facilities for patients to make outgoing calls are not provided but patients may have a private line installed in their room at their own expense.
- 15.2 Facilities are available for patients to receive incoming calls and their relatives and friends are most welcome to telephone to enquire of the patient's progress or to pass a message.

**16 Television**

- 16.1 Television sets are not provided except in designated sitting rooms.
- 16.2 Patients are most welcome to have their own television set installed in their room or we can arrange for a set to be rented and charged to the account.
- 16.3 A television aerial point is installed in each room.

**17 Complaints**

- 17.1 It is recognised that despite the good intentions and hard work of the management and staff, there will be occasions when the patient and/or his/her representative will have cause to make a complaint. A Complaints Procedure exists to ensure that a complaint is dealt with to everyone's satisfaction and no complaint is left unresolved.
- 17.2 The procedure is detailed in the Resident's Handbook.

**18 Variations**

- 18.1 From time to time either party may wish to vary these terms and any agreed variations will be recorded in writing and signed for and on behalf of Sunbury Nursing Homes Limited by a Director of the company.

Signed by ..... for and on behalf of Sunbury Nursing Homes Limited

Signed by ..... (Patient/Patient's Representative)



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## PAYING FOR NURSING HOME CARE

### **Will I have to pay the full costs of my care?**

**Yes, if your capital is over £23250.** If your capital is below this figure, then your local authority will pay **towards** the cost of your nursing home care. The NHS will also make a contribution to the fees (see below)

### **Is my home counted as an asset?**

Unfortunately, your home is included in your assets if you live alone or you and your spouse are both moving into a care home. However, for the first twelve weeks after your admission to permanent nursing or residential care, the local authority will disregard the value of your home. If at the end of the twelve week period you do not have enough funds available to pay for your care, the local authority may continue to make payments on a “deferred payment scheme” where any money paid by them after the first twelve weeks will be refundable to them when suitable funds become available (e.g. upon the sale of a property).

### **What funds will the NHS provide?**

Even if you have to pay your own costs, the NHS should make a contribution to your nursing homes fees if they assess that you need care from a registered nurse. This contribution is called the Funded Nursing Care Contribution (FNC) and is payable whether you are paying the full costs or the local authority are contributing towards the fees. The current weekly rate for eligible residents is £155.05. We also have a separate information sheet on FNC.

### **What will I have to pay if the local authority are funding my care?**

You will be expected to make a contribution towards the fees as assessed by the local authority. This amount will normally be your total weekly income (including your pension) less £24.50, which they will allow you to keep for personal expenditure.

### **Are there any benefits that I can claim?**

As not everyone's situation is the same, there is no straightforward answer to this question. However, it is quite likely that you will be eligible for Attendance Allowance, which does not depend on your capital, savings or income (see overleaf).

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## **PAYING FOR NURSING HOME CARE (continued)**

### **Attendance Allowance**

Attendance Allowance is paid if you need help to look after yourself or if you become ill or disabled on or after your 65th birthday. The allowance is paid at different rates depending on whether you need care during the day, during the night or both and on how much your disability affects you. To claim you must have needed help for at least six months although there are special rules that apply for people with a terminal illness to help them get the allowance quickly and easily for care. Attendance Allowance is not payable if you are in hospital and if your nursing home care is being funded through a local authority it is only payable for the first four weeks after admission to the home. However, if you are funding your own care in a nursing home the allowance is payable for that time while you are self funding and it is not affected by savings or income. The current rates are

Higher rate	£83.10 per week
Lower rate	£55.65 per week

If you think you are eligible, then please make a claim immediately as delaying may cause you to lose benefit to which you would be entitled. You can request a claim form from your social security office, which can be found in the phone book under Benefits Agency, Jobcentre Plus or social security or alternatively a form can be downloaded from the Department for Work and Pensions website: [www.dwp.gov.uk](http://www.dwp.gov.uk) which is also available on the links page of our own website [www.sunburynursinghomes.co.uk](http://www.sunburynursinghomes.co.uk).

### **Where can I get more advice?**

The funding of nursing home care is, as I am sure you are aware by now, a very complex subject depending on the individual's circumstances. We would strongly advise that you seek advice about your own individual circumstances and try to accumulate as much information as possible. There are various organisations offering specialist advice such as

- Counsel and Care      tel: 0845 300 7585      [www.counselandcare.org.uk](http://www.counselandcare.org.uk)
- Age Concern            tel: 0808 808 6060      [www.ageconcern.org.uk](http://www.ageconcern.org.uk)
- Help the Aged          tel: 0808 800 6565      [www.helptheaged.org.uk](http://www.helptheaged.org.uk)
- Social Services
- Benefits Agency
- Independent Financial Advisers
- Insurers who specialise in care fees planning

We hope that you find this information sheet helpful. However, if you need any further information, please do not hesitate to contact us.



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## NHS FUNDED NURSING CARE CONTRIBUTIONS (FNC)

Anyone who is going into a nursing home is entitled, **if eligible**, to have a contribution towards the cost of the nursing care provided.

To receive this funding the person must have an assessment from a NHS registered nurse.

To apply for an assessment please contact:

NHS Funded Health Care Team  
NHS Surrey, Pascal Place, Randalls Way, Leatherhead, Surrey KT22 7TW  
Tel: 01372 201645 Fax: 01372 202697

It is best to have the assessment before going into the home as the nurse may suggest an alternative option that would meet all the person's specific needs.

The assessment will determine how much care is needed from a Registered Nurse and the funding will contribute to those costs. The NHS Funded Nursing Care Contribution does not cover care that may be received from other members of staff, e.g. Care Assistants. It is also possible that some people may not have care needed by a Registered Nurse and, in that case, there would be no funding available.

Nursing needs may vary depending on the person's condition and reassessments should automatically be performed. Special assessments may also be requested if there is a considerable change in the person's condition.

**As from 1st April 2018, the weekly rate for eligible nursing home residents is £158.16**

The Nursing Care Contribution is paid directly to the nursing home monthly in arrears.

16 March 2018

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