

KPS TREBULLOM

part of **Kernow Positive Support (KPS)** – Registered Charity No.1104947

REFERRAL ASSESSMENT FORM

ALL INFORMATION SHOULD BE GIVEN IN COMPLETE CONFIDENCE

All questions in each section of this form should be completed by the appropriate referring professional.

NAME OF GUEST

REFERRING AGENCY

Referring agent:

Your ref:

Organisation:

Address:.....

.....

Post Code:

Tel. No: Fax no:

Emergency Out of Hours Telephone Number

| BOOKING DETAILS | | | |
|--|----------------|--------------|----------------------|
| Number of people wanting to stay | | | |
| I am interested in the following dates: | Arrival | Leave | No. of Nights |
| | | | |
| If these dates are not available I am interested in: | Arrival | Leave | No. of Nights |
| | | | |
| Reason for stay | | | |

Will the guest(s) be using their own means of transport? **YES** **NO**

Does the guest(s) need to be collected from the station?
(If YES, please book this in advance giving your time of arrival)

THE FUNDING

Please give details of all (*if more than one*) organisations that will be funding the respite care.

Invoice(s) to be sent with amounts:

(Please note any reference required e.g. Purchase Order, A/C No.)

.....
.....
.....
.....

Tel. No: Tel. No:

Is the guest contributing financially? YES NO If Yes how much £

N.B. Please note that invoices should be sent prior to the guest(s) stay.

THE GUEST

Surname: Forenames:

Date of birth: Male Female

Address:.....
.....

Post code: Tel. No:

Religion (*if appropriate*).....

Does he/she have a living will YES NO **N.B** If yes please attach a copy

National Insurance Number (*should a prescription be needed during stay*).....

Name of next of kin/significant other(s):.....

Address:.....
.....

Post code:..... Tel. No:

Contact name and number with 24 hour availability in case of emergency:

.....

CARE NEEDS

Name of consultant:

Hospital:

Address:

.....

Post code: Tel. No:

Present condition: Asymptomatic HIV+ve / Symptomatic HIV+ve / AIDS / other
.....

Relevant history of illnesses (*where Important*):

.....

Present condition:

.....

Present medications that we may need to know about?.....

.....

Any history of emotional/psychiatric problems that we may need to know about?
.....

Any history of drug/alcohol abuse?

Any mobility needs?

Is the guest able to cope with stairs?.....

Any hygiene needs?.....

Any dietary needs: Vegetarian Vegan Other

Allergies: Wheat Dairy produce Nuts Other.....

Guest's insight into his/her condition

.....

SOCIAL INFORMATION

What are the guest(s)' expectations of his/her visit to KPS Trebullom?
.....

Would your client(s) prefer to come for respite when there are other guests, or during quieter times with fewer guests?
.....
.....

Are there any relevant problems e.g. financial, housing, accommodation, social, relationship that we should be aware of?
.....

Is there any other information about the guest's situation that may be relevant to this referral?
.....
.....

| |
|---|
| <p>PERSON(S) ACCOMPANYING CLIENT</p> <p>Name (s)</p> <p>.....</p> <p>Age(s) if under 18</p> <p>Is/are the person(s) Asymptomatic HIV+ve / SymptomaticHIV+ve /AIDs / other (<i>please specify</i>)?</p> |
|---|

Signature of referring agent:

Please print name:

Date:

IMPORTANT THE COMPLETED ASSESSMENT MUST REACH KPS TREBULLOM NO LATER THAN FOURTEEN DAYS PRIOR TO THE COMMENCEMENT OF THE PROPOSED VISIT. **PLEASE SEE CHARGES AND CANCELLATION POLICY ON THE ACCOMPANYING PRICE LIST.**

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Website: www.kpsdirect.com/trebullom.htm



KPS Trebullom House Rules

As KPS is sure you will appreciate there is a need for certain house rules. We have tried to keep them as brief in number and as simple as possible. Please take a few moments to read through the following items and sign.

Respect for Staff, Volunteers & other Guests

Please ensure you respect others that are staying or working at KPS Trebullom, please be mindful of maintaining confidentiality, as you would expect from others regarding yourself. What you say about yourself and any disclosures about yourself is your responsibility.

There may be others staying at KPS Trebullom who are HIV-positive, however, please do not make assumptions. KPS Trebullom is a place of respite and retreat for all people affected and infected by HIV. Some people may do wish to discuss such private matters such as; diagnosis, sexuality, religious beliefs etc. Therefore, we respectfully ask you **DO NOT** to pry, we are confident that when a person is ready to disclose sensitive or private matters with other guests and/or staff and volunteers they will do so in their own time.

Abuse and violence towards KPS staff and volunteers and other guests staying at KPS Trebullom will **NOT** be tolerated and you **MAY** be removed from the premises by the police, and arrangements will be made for you to return home immediately. This **WILL** bar you from using our facility in the future.

Non prescribed drugs

The use of recreational drugs/illegal substances will not be tolerated and will result in any offending guest being asked to leave immediately.

Alcohol

In moderation alcohol is permitted to be drunk at KPS Trebullom, however should anyone drink to excess and cause aggravation and annoyance to other guests, then they may be asked to leave.

Smoking

KPS operates a non-smoking policy throughout the building, with the exception of a covered area outside the main building. We ask all smokers to remember that every cigarette is a potential fire hazard and thus to ensure that they are always fully extinguished. Any damage caused by smoking e.g. burns etc will be invoiced. **The building is otherwise non-smoking.** Smoking in the bedrooms is **NOT** permitted.

Day Visitors

These are allowed, but we do insist that you inform the staff when you are expecting a visitor. For *Health & Safety/Fire regulation* everyone must sign in and out of the building using the 'Visitor Book' within the Dining Room. **All visitors must leave KPS Trebullom by 10pm.** If however you require a visitor to stay overnight for special reasons, and there is accommodation available. This must be pre-arranged and booked with the KPS Trebullom Management. **Please note:** an overnight rate of £35 per person is charged. Under no circumstances will visitors be allowed to stay without prior consent of the management; any guest breaking this rule will be asked to leave.

Loaning of money

You should ensure you have adequate funding during your stay at Trebullom. ***Please do not get offended if you ask to borrow money when we say NO.***

Children

Children remain the responsibility of their parents, guardians or carers. While we fully appreciate the need for parents to have rest etc, the Management cannot accept responsibility for minding children; therefore, responsibility for their care, control and any damage caused remains fully with the parents/guardians or carers.

Pets

Normally we have space to take one pet/dog per stay at KPS Trebullom. Under certain circumstance we may allow more than one pet/dog This is only possible by prior arrangement with the KPS Trebullom Management, and of course the dog must be well behaved and sociable (*with guests as well as other animals*). Any guest bringing a pet must assume full responsibility for its care or the mess it may cause. Pets/dogs must not be left unattended for any length of time in the guest bedroom. They should also consider other guests and ensure that it does not impinge in any way upon their peace and comfort. Should a dog/pet soil in the house/gardens it is the owner's responsibility to put right the damage and clean up fully.

Please remember to bring all necessary towels and blankets for the pet. As you may be aware there is a strict code of conduct regarding the Country Code and unleashed dogs. If for example your dog should stray

onto private farmland, the owner of that land has the right to shoot your dog and/or report the incident to the authorities, to which you may face prosecution and a fine. In this instance KPS Trebullom can not take any responsibility of these consequences, also any such action may well reflect badly on the reputation of KPS Trebullom.

N.B where damage or soiling is left un-restored (to a reasonable standard) a bill for repair or replacement will be issued to you directly.

Insurance

KPS Trebullom has full public liability insurance, however, this does not include responsibility for any vehicle or its contents parked within its car park, nor any outings or activities undertaken by guests once off its premises; alone or with a volunteer. A secure safe is available for money or valuables within the guest bedroom suites.

Volunteer Outings

Please be aware that travelling in a volunteer's vehicle regarding outings and trips out-and-about during your stay is **at your own risk**.

Clothing

Please bring suitable footwear if you are a keen walker. **Remember** Cornwall is a rugged and rural part of the UK so please ensure you bring warm clothing with you if you feel the cold!

I have read and clearly understand the above KPS Trebullom House Rules, and realize that should I fail to comply with them, I may be asked to leave.

NAME:.....

SIGNATURE:.....

DATE:.....

KPS TREBULLOM HOUSE RULES & GUIDELINES

KPST/HRG2011

1st May 2011