# 3 Monthly Care Plan Evaluations **Work Instruction**

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| **PURPOSE:** Our residents receive 3 monthly care plan evaluations to establish if current assessments, care needs and preferences are meeting consumers expectations.  The 3 monthly care plan evaluation is performed in partnership with the resident and or their chosen representative/ EPOA.  **CONTEXT:** The effectiveness of care is evaluated in partnership with each resident/representative 3 monthly, and when there is a change in health or abilities or when incidents impact on needs, preferences and or goals.  Review and evaluation ensure that timely and appropriate referrals occur in partnership with consumers/representatives.  When a resident is nearing end of life their needs, preferences and goals are recognised and are provided for and their comfort maximised and dignity maintained.  **SCOPE:** The Registered Nurse will attend to the resident 3 monthly care plan evaluations as scheduled on [CIMS] in consultation with the resident and or their representative.  The Clinical Manager oversees that all resident 3 monthly care plan evaluations are attended in a timely manner and that it meets the residents needs and preferences. | |
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| **STEP** | **PROCESS** |
| 1 | The Registered Nurse will review all progress notes from the previous three months looking at the following:   * Appointments the resident has attended * Changes in health statis e.g. infections etc * Continence management * Current and resolved wounds * Food and fluid intake * Incident reports * Information will be obtained from the progress notes * Medication changes * Referrals, e.g. dietician, speech pathologist etc. * Residents weight (note any changes) * Restrictive practices if applicable * Vital signs |
| 2 | The Registered Nurse reviews all current assessments to ensure for accuracy and are less than 12 months old. (If more than 12 months old a new assessment needs to be attended). |
| 3 | The Registered Nurse meets with the resident and representative if applicable (sometimes a phone conversation with the representative).  At this meeting the Registered Nurse discussed with the resident and representative the current care plan and asks for feedback related to current care needs, preferences and goals. |
| 4 | The Registered Nurse accesses the Care Evaluation tab on the front resident page in [CIMS] and completes the required fields with current information. |
| 5 | The document is then saved, and an evaluation alert will appear on the screen asking if you would like to set a new alert date.   * Please press ‘yes’ and the 3 monthly reviews will be automatically set. |
| 6 | The alert will appear in the alerts button on the home page of the CIMS when any residents care plan evaluations are due. |

## Related Forms / Documents

CIMS

Policies and Procedures

* Assessment & Care Planning