

JOHANNESBURG CORONATION FOUNDATION (NPO 000-726)
“QUEENSHAVEN”

ADMISSION POLICY & PROCEDURE

1. Queenshaven is a private, registered residential care facility for older persons. It does not receive a subsidy from the State or any other entity or person.
2. The practices and procedures of the Foundation are governed by the Older Persons Act 13 of 2006 and its oversight body in respect of the care of residents, is the Department of Social Development.
3. The accommodation is provided to persons over the age of 55 years. If a couple, the younger spouse to be over the age of 55.
4. Smoking is not permitted in any building in Queenshaven nor in residents' units.
5. An application form needs to be completed and signed by next of kin in the presence of a Commissioner of Oaths. Please attach proof of income i.e. pension payslip, 3 months' bank statements. This is important, because the applicant/s must provide evidence of being able to afford the care fees.
6. A medical report must be completed, signed and stamped by own doctor. Kindly submit a copy of your current medication prescription. **Please note we are not registered to admit persons with Dementia (or any other cognitive disorder).**
7. A copy of your vaccination certificate/card to be submitted.
8. Next of kin form to be signed by the person who agrees to pay in case of any shortfall in fees. Prior to admission an *Agreement of Surety* must be signed by next of kin who must also submit proof of income and 3 months' bank statements.
9. Two copies of I.D document, 2 copies of medical aid card as well as a copy of your current medication prescription from your doctor.
10. After the completed forms have been handed in, an appointment will be made for the applicant to be interviewed by our Matron and Senior Social Worker, either at Queenshaven or at the home of the applicant. They will conduct the following pre-interview assessments – *Folstein's Mini Mental State Examination, Mini Nutritional Assessment, Activities of Daily Living, Get Up and Go* and any other assessment deemed necessary.
11. Once these pre-interview assessments have been completed and evaluated, the applicant may be invited for an interview with our Selection Team at Queenshaven. This will take place on a Wednesday morning from 08h00. After the interview, the applicant will be taken on a tour of all the facilities available. The decision to be interviewed will be in the sole discretion of “Queenshaven” and will not be subject to review or debate.

12. The family member/s who will sign the *Agreement of Surety* need to accompany the applicant to the Wednesday morning interview so that they can be interviewed by the Foundation Manager.
13. In about three to five working days after the Wednesday morning interviews, the applicant and/or principal family member will be told whether the application was successful.
14. As far as it is possible, the Foundation will try to meet the expectation of the applicant in respect of the type of accommodation requested. The final decision will however rest with the Care team members and the Management of the Foundation. Their decision will be based on a careful consideration of the assessment results and the interviews conducted. (Availability of suitable accommodation will also be a factor).
15. On acceptance of the accommodation offered, the applicant will have 1 calendar month in which to take up occupancy.
16. If the applicant has been accepted but no vacancy exists, their name will be kept on the appropriate waiting list until a vacancy occurs.
17. On admission, the resident may furnish the bedsitter or cottage to his or her taste. The amount of furniture brought in must be limited to enable the cleaning staff to clean properly. The resident must supply their own refrigerator, linen, plain white net curtain and heavy curtains.
18. The Provisions of the National Credit Act, Act 34 of 2005, will not be applicable to the agreement between the parties.
19. One final, but important legal point; the Foundation is not a "Landlord" and the resident is not a "Tenant" as defined in the Rental Housing Act 50 of 1999, as amended. Monies paid by, or on behalf of a resident is primarily to facilitate access to care and the opportunity to enjoy quality of life in old age. Accommodation is a secondary and incidental service.

Please confirm your understanding and acceptance of the terms and conditions of this Policy and Procedure.

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 APPLICANT

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 DATE

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 WITNESS
 (please print name)

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 DATE