

This form has been developed to help you work with colleagues to agree the range of care activities that you provide on your unit, along with the other information the calculator needs, such as:

- What type of care activity is each one?
- How many clients receive each activity?
- How often is each activity provided for each client?
- What is the contact and non contact duration for each activity?
- Which staff, and how many, are required to provide each activity?

An example is:

	Please list ALL the Care Activities that you provide. (One per row)	What type of Care Activity is this?  (Please delete as appropriate)	How many clients receive this care activity? (If all clients receive this then enter "all", if only a limited number do then enter the number of clients who receive this activity each week)	What is the minimum number of times this care activity is provide per client per seven days?	If this is a <b>group</b> activity then what is the maximum number of clients that can attend each group session?	If this is an <b>admission related</b> activity then what is the minimum number of times this activity is provided per client per admission?	If this is a <b>discharge related</b> activity then what is the minimum number of times this activity is provided per client per discharge?	What is the minimum duration of clients contact for each care activity? (in minutes)	What is the minimum non contact time per care activity? (in minutes)	What are the minimum number of staff and the grade required to provide each care activity?	What is the source of evidence for your estimates?	Comments
1	<i>Initial Needs Assessment</i>	Admission related <del>Ongoing individual</del> <del>Group</del> Risk management <del>Discharge related</del>	<i>all</i>			<i>1</i>		<i>60</i>	<i>45</i>	<i>1 x Band 6</i>	<i>Local Policy and guidance</i>	
2	<i>Constant 1:1 engagement 24 hours a day</i>	Admission related <del>Ongoing individual</del> <del>Group</del> Risk management <del>Discharge related</del>	<i>one</i>	<i>7</i>				<i>1440</i>	<i>120</i>	<i>1 x Band 2</i>	<i>Local Policy and guidance</i>	

The tables in this form are blank for you to enter care activities in your own words, but here are a list of activities from other trusts as examples:

Initial Nutrition needs assessment	Aseptic dressings	MDT care plan review	medication related education and assessment	Chaperone (e.g. physical in investigations)
initial care plan and Risk ass docs	venepuncture	1:1 general sessions	relapse planning/ review plans	1:1 engagement 6 hours per day
liaison with other agencies re admission	BM Blood test	1:1 Mealtime assistance	talking therapies	de-escalation - non restraint high level
urine testing	assisting mobility	ongoing assessment C.P.A. and risk plans	Social Recreation Group	1:1 engagement 24 hours per day
Initial clients support re admission	pressure area care	control Drug admin	Clients searches and breathalyser	2:1 engagement 24 hours per day
referral assessment re Home treatment	daily physical obs	ongoing co-ordination with other teams	Smoking cessation group	de-escalation - non restraint high level
reception to unit / client support	twice daily physical obs	ADL support	Care Training Group	Escorted walks 1:1
initial MH assessment with Medical /Social care staff	morning meds administration	direct personal care	Breakfast	Escorted walks 2:1
direct personal care	Midday meds administration	Contenance care	Morning refreshments	general observation checks
physical exam	Afternoon meds administration	escorted smoking time off ward	Lunch	15 minute obs
Protected therapeutic time	Night meds administration	challenging complex clients	Afternoon refreshments	pre-discharge meeting
writing MHA report and attending reviews	PRN Medication	MDT discussion re complex clients	Tea / dinner	depot injection
ECG	discharge medication	ECT escort	Supper / evening	liaison with patients visitors
response to significant patient related incidents	Case conference re complex clients	Explaining MHA rights	Relaxation / stress management	self personal care at mealtimes
joint working with Community staff	leave related support to clients	discharge planning with other agencies	Healthy Lifestyle education	moderate assist with personal hygiene
		escorting for physical obs off ward	Living skills group	significant assist with personal hygiene
				catheter care





























