

KENT SHARED LIVES

Policies & Procedures

(40) - Shared Lives Monitoring Procedure

The Shared Lives Carer is monitored on a regular basis throughout the year. This is to provide the Carer with the support required to maintain their placement(s); as well as to ensure that the Carer is meeting the standards of practice expected of them – as detailed in the Shared Lives Policies and Procedures and Shared Lives Carer Agreement.

Should the Carer be deemed as falling below the required minimum standard expected from them, or failing to adhere to the Carer Agreement or Carer Handbook, then the following process is to be implemented:

- Shared Lives supporting officer to discuss openly with the Carer regarding the areas requiring improvement and for these to be noted on the monitoring visit form with an identified timeframe for improvement/completion and ensuring any issues (i.e., technical) are resolved to ensure this is achievable. Registered Manager and supervisor to be made aware.
- The next monitoring visit is to be brought forward to the identified date for completion or improvement. Tasks set from the previous monitoring visit to be reviewed. If there are any outstanding areas, without sound extenuating circumstances, these are to be re-set with a firm identified timeframe.
- These identified tasks are to be reviewed by the deadline given by the supporting officer. If they have not been completed, with no extenuating circumstances given then an Improvement Plan detailing the improvement required and date expected, should be completed by the supporting officer, shared, and discussed with the Carer. All parties to sign and agree. Registered Manager to sign off the plan when it is completed. Improvement Plan to remain on file.
- Carer to be informed that failure to sign/agree/complete and adhere to the Improvement Plan will be a breach of their agreement with Shared Lives and will lead to their registration being taken to panel for consideration of de-approval.
- Improvement Plan to be reviewed within timeframe given. If successfully completed, then Shared Lives expect the Carer to continue to perform to these standards. Should the Carer continue to demonstrate poor practice and no improvements shown, then the supporting officer is to update Registered Manager and complete Panel report for de-approval.
- The De-Approval Procedure should then be followed.