

Appendix 4- Factsheet: Care/ Service Manager Care and Support Plans Responsibilities

The care service manager has responsibility for:

- Helping all staff who are involved with individuals to understand the importance of care planning
- Relating the procedures for care planning to those for needs assessment and day-to-day care
- Setting up a care plan for each individual as soon as possible after a service agreement has been made, including people referred as emergencies or after discharge from hospital, including all those who are recovering from Covid-19
- Providing every individual with an individual care and support plan, which the service will deliver
- Adapting the care plan in line with a person's assessed needs and involving all concerned with its implementation
- Allocating lead responsibility for each individual's care planning to a named manager or care professional
- Carrying out thorough risk assessments so that safe care and treatment is provided
- Seeing that care plans are regularly monitored and diligently implemented
- Recognising and building into their care and support plans service users' strengths and abilities to meet their own needs
- Organising regular reviews and audits of care plans
- Arranging for records to be kept of care plans and their implementation
- Ensuring that each service user has easy access to their care plan
- Arranging relevant training in care planning for all staff concerned.