HomecareOS

Person-centred care plan

A free template for home care (domiciliary care) agencies. Write it with the person, in their words where you can, and put the summary at the front. Adapt it to your own policies and your regulator's requirements.

Name and preferred name	Date of birth	Address and key safe or entry details (store securely)

Before you start

- Avoid vague verbs like "assist" or "support" on their own. Say what the carer actually does, and how the person likes it done.
- Record risks the person chooses to take, and what has been agreed, rather than quietly stopping things.
- Be exact about medicines: none, prompt, assist or administer, at which call.
- Agree a review date. NICE NG21 recommends a first review within 6 weeks, then at least annually.

1 One-page summary

The five or six things every carer must know before they start. Keep it to what fits here.

2 About me

Who I am, in my own words where possible: my history, family, work, what I enjoy, what makes me laugh, what I would like you to call me.

3 What matters to me

My priorities, in my words. Not the agency's.

4 What I can do for myself

So nobody takes over. Note anything that changes with time of day, tiredness or how I am feeling.

5 My outcomes

What I want to achieve or keep, and how we will know it is happening.

Outcome	Starting point	How we will know	By when

6 My visits

What happens at each call and how I like it done. Say which calls need two carers and why.

Call and time	Length	Carers	What happens and how I like it

7 Risks, and the risks I choose to take

For each risk: what has been agreed to make it safer, who agreed it, and, where I have chosen to take a risk, that this was my choice and why it matters to me.

Risk	What has been agreed	Agreed by	Capacity considered?

8 My medicines

The exact level of support at each call (none, prompt, assist or administer), where my medicines are kept, who supplies them and who to contact with concerns.

Call	Level of support	What the carer does	Who to contact

9 How I communicate

How to talk with me, and how I let you know things, including when I am in pain, worried or unhappy. Note hearing, sight, language and any aids.

10 Who is involved

Family, friends and professionals, what each one does, and whether they hold a lasting power of attorney or other legal authority.

Name	Relationship or role	What they do	Contact

11 If things change

What to look out for, and who to call, in hours and out of hours. Include any ReSPECT form, advance decision or other documents and where they are kept.

12 Review and sign-off

When this plan will next be reviewed, and what would bring the review forward.

Date written	
Written with (names)	
Next review due	
Review sooner if	
Agreed by the person, or the person lawfully acting for them	
Signed for the agency	

Template from homecareos.co.uk/blog/person-centred-care-plan-examples-home-care.html, with six worked examples. Free to copy and adapt. This template is a starting point, not legal advice.