

	Term	Definition
A	Advance Care Plan	Advance care plans provide direction to healthcare professionals when a person is not in a position to either make and/or communicate their own healthcare choices. Advance care planning is applicable to adults at all stages of life. Participation in advance care planning has been shown to reduce stress and anxiety for patients and their families, and lead to improvements in end of life care
	Advanced Directive (Living Will)	This is a living will made by the individual
	CAS - Central Alert System	A web-based system for issuing patient safety alerts and other safety critical guidance to the NHS and others, including independent providers of health and social care, in England only.
D	Dignity Champion	a person in the care setting tasked with looking at quality of care as defined by the SCIE - http://www.scie.org.uk/publications/guide15/standupfordignity/index.asp
	DNR (Do not resuscitate)	It is a legal order written either in the hospital or on a legal form to withhold cardiopulmonary resuscitation (CPR) or advanced cardiac life support (ACLS) in respect of the wishes of a patient in case their heart were to stop or they were to stop breathing.
	End of Life	People 'approaching the end of life' when they are likely to die within the next 12 months. This includes people whose death is imminent (expected within a few hours or days) and those with: <ul style="list-style-type: none"> •advanced, progressive, incurable conditions •general frailty and coexisting conditions that mean they are expected to die within 12 months •existing conditions if they are at risk of dying from a sudden acute crisis in their condition •life-threatening acute conditions caused by sudden catastrophic events
F	Falls	A fall is where you have seen it take place or the customer is found on the floor and has capacity to inform you they fell. If a customer is found on the floor and lacks capacity to inform you they fell then this to be recorded as an incident.

	FTE	Full Time Equivalent
I	ID documentation	Valid Passport, Driving Licence, accompanied by Bank Statements or Utility Bills
	Infectious disease	German Measles, Hepatitis A/B/C, Glandular Fever, Mumps, Pulmonary Tuberculosis, Rota Virus, Whooping Cough etc.
L	LA Area	Local Authority area
	LBN Contract Manager	London Borough of Newam Contracts team
M	MAR	Medicines Administration Record
	Medicines Healthcare Regulatory Authority (MHRA) Alerts	Provide the care home manager with essential information relating to medicines that may require withdrawal from the service line of provision
N	National Patient Safety Agency (NPSA)	Where care providers in nursing homes are required to note the recommendations made in the alert that relates to nursing homes only and to respond by indicating if actions have been put in place to prevent the type of alert incident from occurring again.
	NELCSU Area	NHS NELCSU Points of Delivery Areas which are the same as Local Authority Areas
	NHS Estates Alerts	These alerts relating to buildings/ materials will be issued and care home managers will need to note if any are related to the nursing home
	NICE Guidelines	Guidance issued by the National Institute for Health and Clinical Excellence
	North East London Commissioning Support Unit - NELCSU	NHS commissioning / funding team
	Nursing Staff	Staff that are RGN or RMN with a current valid PIN
P	Priorities of care for the dying person'	Care pathway covering palliative care options for patients in the final days or hours of life.
	Public Health Alerts	Care Home Managers are required to note if there has been any reports of infection outbreaks in the area that the home is allocated.
Q	Q1, Q2, Q3, Q4	Quarter 1 (Apr - Jun); Quarter 2 (Jul-Sept); Quarter 3 (Oct - Dec); Quarter 4 (Jan - Mar)

R	Relatives	Family / significant relationship with the resident. Not necessarily next of kin.
	RGN	Registered General Nurse with a current valid PIN
	RIDDOR	Duty to report serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) as per the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
	RMN	Registered Mental (Health) Nurse with a current valid PIN
S	Safety Incident Reporting	Any unintended/ unexpected incident which could have/ did lead to harm of one or more patients receiving care
	SCIE	Social Care Institute for Excellence
	Suspension	Suspension of placements by any Local Authority/ies and/or NHS
	SI - Serious Incident	An incident as defined in http://www.nrls.npsa.nhs.uk/resources/?entryid45=75173
	Skills for Care Common Induction Standards	All adult social care practitioners should complete the CIS within 12 weeks of starting their job - standards are as defined in http://www.skillsforcare.org.uk/cis/
	SMART plan	Specific, Measurable, Attainable, Realistic and Time-sensitive plan