

Autonomy and Independence Policy

CM03

Date Written	
Author(s)	
Version	
Date Signed Off	
Reviewed by	

Date: []

Review Data

Initial Production

Name	Role/Department	RACI	Date

R = Responsible for writing the policy; A = Accountable; C = Consulted; I = Informed

Change History

Version	Date	Details of Change	Author

Emergency Contact Details

Name	Email	Mobile

CQC Fundamental Standards

Regulation Number	Regulation Details
Regulation 9: Person-centred care	A clear care and/or treatment plan, which includes agreed goals, must be developed. Where relevant, the plan should include ways in which the person can maintain their independence.
Regulation 10: Dignity and respect	People who use services must be offered support to maintain their autonomy and independence in line with their needs and stated preferences.

Key Lines of Enquiry

KLOE	How this applies to Autonomy and Independence
Effective	Promoting the autonomy and independence of service users makes our service more effective, particularly in the long-term, as it avoids the development of an unnecessary reliance on support.
Responsive	Promoting autonomy empowers the service user to take control and shape our service around their individual needs and wishes.

Related Documents

This policy should be read in conjunction with our:

- CP02 - Care Planning Policy
- CM12 - Consent Policy
- CM17 - Dignity and Respect Policy
- HR16 - Professional Boundaries Policy
- HS08 - Risk Assessment Policy
- CM33 - Safeguarding Vulnerable Adults Policy

Policy Statement

Careville Ltd believe that every service user has the right to choose how they wish to live their lives.

To ensure that this statement is put into practice, Careville Ltd will assess, plan, deliver and review the care services it provides to service users with a view always to promoting autonomy and maintaining/increasing independence.



Policy Aims

This Autonomy and Independence policy is intended to set out the values, principles and policies underpinning Careville Ltd's approach to the autonomy and independence of its service users. We aim to comply with all CQC standards, providing person-centred care which ensures that all care is tailored to meet the needs and preferences of service users.



Key Question: What exactly is autonomy?

Careville Ltd understand autonomy to be the freedom to choose. We believe that autonomy covers basic choices, such as:

- Choice of address (name);
- Choice of what to eat and drink;
- Choice in use of recreational time;
- Choice in arranging home environment;
- Choice of who to associate with;
- Choice in making financial decisions;
- Choice in accommodation;
- Freedom to self-medicate (as appropriate according to risk assessments).

Careville recognize that they have a legal and moral duty to protect and care for service users, some of whom are vulnerable and may not always be capable of making choices that are in their best interests. It will, however, ensure that such service users are enabled to exercise as much choice as possible, e.g. having access to people and services that help them to express and exercise whatever choices they make.

Careville Ltd directs service users to advocates as necessary.

Independence

Careville Ltd acknowledge that independence is the ability to live life without being helped or influenced by other people. We work with service users to ensure that they work towards outcomes which increase independence.

Care Planning for Autonomy and Independence

Careville Ltd will involve the service user in the assessment and planning of the care services they need, and seek the service users' opinion on what the best service would be for their own individual needs.

Where possible, individual service users will be offered choice in the care they are given, and the manner and frequency of its delivery. Careville Ltd's aim will be to tailor a package of care which reflects need, offers choice, and respects the service user's opinion and judgment.

In instances where a service user has a Deprivation of Liberty order, care planning will always be planned and delivered to promote independence wherever possible.



Key Question: When will the care plan be reviewed?

Careville Ltd will agree a review schedule with the service user, however the service user is entitled to request a review at any time. The review will consider the way care has been delivered, whether it is meeting the outcomes which were set at the beginning, and any changes which have taken place in the service user's overall needs assessment.

The review will focus on any changes which need to be made, whilst at the same time ensuring that choices are maintained, and the plan continues, if possible, to promote and enhance independence.

If no changes are needed, the care plan will be reviewed at least annually.

Personal Finances

Control of personal finance is a key component of being able to demonstrate independence in living, and Careville Ltd will encourage, enable and empower, where possible, service users to make decisions in relation to their own lives, providing information, assistance and support where needed.

Careville Ltd will not seek to control the service user's finances and will only become involved in financial transactions where it has been specifically asked to do so either by the service user, or the service user's carers, family or representatives. Where Careville Ltd is asked to become involved, then strict controls will be implemented to ensure that all funds/transactions are properly looked after and recorded. Please see our Managing Money policy for more information.

Administration of Personal Care Needs

Where appropriate, care workers employed by Careville Ltd will seek to support the service user towards a goal, as opposed to simply carrying out tasks for them. In this way, the service user is involved in their care process, and may, over time reduce dependence as confidence and competence increase.

Helping people to live at home involves facilitating and empowering service users, which may require re-enabling. An example of this would be when a client loses capacity to undertake certain tasks after a hospital stay or stroke. Being able to have choice and control and be actively involved in life helps when regaining confidence and raising self-esteem.

Careville Ltd recognises that in most interactions between service users and carers, there is demonstration of some form of dependence upon the care worker. Obligations exist therefore to ensure that a code of conduct is observed which ensures that all actions undertaken by the care worker are:

- With the express wish of the service user;
- Conducted in such a way that the service user does not feel undervalued or inadequate;
- Undertaken with a view to reducing dependence over a period of time, and reflecting this reduced dependence in the review of the Personal Care Plan.

In addition, Careville Ltd will:

- Keep service users and their relatives or representatives fully informed about the service they receive and ensure that they are provided with information in an appropriate format;
- Ensure that care and support workers communicate with service users in their first, or, where agreed, preferred language;
- Enable service users or their relatives or representatives (with the Client's permission) to see their personal files kept on the premises of Careville Ltd, in accordance with the Data Protection Act 2018 and are informed in writing that these files may be reviewed as part of the inspection and regulation process;
- Ensure that limitations on the chosen lifestyle or human rights (to prevent self-harm or self-neglect, or abuse or harm to others), are made only in the service users' best interests, consistent with Careville Ltd's responsibilities in law, and that the limitations are

recorded in full within the service users' risk assessment, and are entered into the Personal Care Plan;

- Inform service users and their relatives or representatives about independent advocates who may act on their behalf and about self-advocacy schemes.



Key Points to Take Away

- Careville Ltd will assess, plan, deliver and review the care services it provides to service users with a view always to promoting autonomy and maintaining/increasing independence.
- Careville Ltd acknowledge that independence is the ability to live life without being helped or influenced by other people. We work with service users to ensure that they work towards outcomes which increase independence.
- Control of personal finance is a key component of being able to demonstrate independence in living.
- Where appropriate, care workers employed by Careville Ltd will seek to support the service user towards a goal, as opposed to simply carrying out tasks for them.

Policy Review

A Director will review this policy at least once a year to make any updates needed.

Authorisation and Signature

This Policy is the authorised version agreed by the Directors of Careville Ltd. All employees are expected to follow this policy and failure to do so could result in disciplinary action.

Director's Signature

Director