

## Who can complete a Checklist?

The Checklist can be completed by a variety of health and social care practitioners, who have been trained in its use. This could include, for example: registered nurses employed by the NHS, GPs, other clinicians, or local authority staff such as social workers, care managers or social care assistants (refer to Practice Guidance note 13).

It is for each ICB and local authority to identify and agree who can complete the tool, but it is expected that it should, as far as possible, include staff involved in assessing or reviewing individuals' needs as part of their day-to-day work.

***(National Framework 2022: Paragraphs 122-123).***

When carrying out a needs assessment under section 9 of the Care Act 2014, where it appears that a person may be eligible for NHS Continuing Healthcare the local authority must refer the individual to the relevant ICB (regulation 7 of the Care and Support (Assessment) Regulations 2014). The ICB then has a duty to take reasonable steps to ensure an assessment of eligibility is carried out where it appears there may be a need for such care (regulation 21(2) of the Standing Rules).

***(National Framework 2022: Paragraph 47).***

## Can registered nurses in care home settings complete a Checklist Tool?

The care home should contact the relevant ICB NHS Continuing Healthcare team to arrange for a Checklist to be completed. However, where an ICB has an agreed protocol in place with a care home then other arrangements for completion of checklists may apply.

***(National Framework 2022: Practice Guidance 13).***

## Can someone self-refer by completing a Checklist themselves?

No. If the individual is known to a health or social care practitioner, they could ask that practitioner to complete a Checklist. Alternatively, they should contact their ICB NHS continuing healthcare team to ask for someone to visit to complete the Checklist, or if they already have a care home or support provider, they could ask them to contact the ICB on their behalf. Where the need for a Checklist is brought to the attention of the ICB through these routes it should respond in a timely manner, having regard to the nature of the needs identified. In most circumstances it would be appropriate to complete a Checklist within 14 calendar days of such a request.

***(National Framework 2022: Practice Guidance 14).***

## References

[National Framework for NHS Continuing Healthcare and NHS-funded Nursing Care - July 2022 \(Revised\) \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/104444/nf2022-07.pdf)