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SCHEDULE 1

Regulation 2

FORM OF APPLICATION FOR REGISTRATION IN RESPECT OF A NURSING HOMENURSING HOMES REGISTRATION (SCOTLAND) ACT 1938(1)

To the General Manager of Health Board

I/We hereby apply, in accordance with section 1(2) of the Nursing Homes Registration (Scotland) Act 1938 (c. 73) and regulation 2 of the Nursing Homes Registration (Scotland) Regulations 1990 (S.I. 1990/1310), for registration in respect of

..... (insert proposed name of Nursing Home)

situated at

and I/We hereby declare that the following particulars are true in every respect.

Signature(s)

.....

Date

.....

PARTICULARS

PART I

—Particulars of Applicant

1. Where the application is made by one or more individual persons, state the full name, age, private address, professional qualifications (if any) and experience, of each individual.
2. If the application is made by a company, partnership, society, association or body, state—
 - (a) the full name of the company, partnership, society, association or body and the address of its registered or principal office; and
 - (b) the full names, private addresses and professional or technical qualifications (if any) of each of the directors of the Company, each of the partners, or members and of each of the office bearers of the society, association or body.
3. State the name and address of any other nursing home or residential establishment in which the applicant, or any of the individuals to whom paragraph 1 or 2 applies, has a business interest, and the nature and extent of his interest therein.
4. State whether the applicant, or any of the individuals to whom paragraph 1 or 2 applies, has been refused registration for a nursing home or residential establishment or had such registration cancelled. If any has been so refused or had such registration cancelled, state the full name and address of every nursing home or residential establishment concerned, the date of refusal or cancellation and the name of the authority which refused or cancelled that registration.
5. State whether the applicant or any of the individuals to whom paragraph 1 or 2 applies has been convicted at any time of a criminal offence.

(1) 1938 c. 73.

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PART II

—Particulars of Staff

6. State the full name, age, private address, qualifications and experience of the person or persons to be in charge of the nursing home and whether to be resident in the nursing home.

7. State the full names and qualifications, including current registrations and grades (where appropriate), of the nursing and other professional, technical, administrative and ancillary staff (other than staff included under paragraph 6) to be employed in the nursing home, distinguishing between resident and non-resident staff, and males and females.

8. State the number of hours in each week which each member of staff referred to in paragraph 6 or 7 is to be required to work.

9. State whether any member of staff to whom paragraph 6 or 7 applies has been convicted at any time of a criminal offence.

PART III

—Particulars of the Nursing Home

10. State—

- (a) the name of the home;
- (b) the address and telephone number of the home;
- (c) the date on which the home is to be opened;
- (d) the particulars of any other premises intended to be used in connection with the home;
- (e) any other business which will be transacted on the same premises as the home, or on any premises used in connection with the home;
- (f) whether the home caters for resident or non-resident patients, or both.

11. State the purpose and nature of the home and, in particular, whether it is a maternity home.

12. State concisely particulars of the situation, nature and date of construction of the buildings to be used for the nursing home's purposes, their state of repair, the accommodation which will be available for patients (showing the dimensions of rooms and number of beds per room), the expected date on which that accommodation will be available for use, the surgical and other equipment or facilities to be available and the sanitary and fire escape arrangements to be provided at the home. Describe the environment of the nursing home. Submit scale drawings of each floor of the building and other premises to be used.

13. Confirm that the home and any premises to be used in connection with it do not include any works executed in contravention of section 12(1) of the Health Services Act 1976(2) and that the use of the home or any associated premises is not in contravention of any term of an authorisation under section 13(3) of the said Act.

14. State concisely particulars of arrangements for the management and control of the home.

15. State number of patients for whom the home is proposed to be used, distinguishing between male and female capacities or facilities, and different categories of patient. Indicate the age range of patient in each category. (Resident and non-resident patients should be detailed separately).

16. Give details of all arrangements to be made in order to comply with regulation 13 of the Nursing Homes Registration (Scotland) Regulations 1990 (provision of facilities and services).

(2) 1976 c. 83; section 12 was amended by the Health Services Act 1980 (c. 53), sections 12 and 13 and Schedule 2, paragraph 1.

(3) Section 13 was amended by the Health Services Act 1980 (c. 53), Schedule 2, paragraphs 1 and 2 and Schedule 3, paragraph 2.

17. State details of arrangements to be made for the supply to or by patients of blood and blood products.

18. State details of the arrangements made for the provision of pathology and radiology services for patients.

19. State details of sterilisation procedures to be implemented for instruments, swabs etc used in operating theatres and other appropriate treatment areas, and identify checks to be made to ensure procedures are applied. State details for the disposal of clinical waste.

20. State details of any intention to provide residential care of the sort requiring registration under the Social Work (Scotland) Act 1968(4).