



The **Regulation and  
Quality Improvement  
Authority**



# RQIA Provider Guidance

## Named Residents in Nursing Homes

[www.rqia.org.uk](http://www.rqia.org.uk)

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Assurance, Challenge and Improvement in Health and Social Care

# Introduction

The introduction of The Nursing Homes Regulations (Northern Ireland) 2005 and The Residential Care Homes Regulations (Northern Ireland) 2005, meant that homes with both residential and nursing beds which had previously been registered as 'dual registered' homes, were registered solely as nursing homes and had the residential categories of care added to their certificates of registration.

We wish to ensure that all homes are registered in accordance with the relevant regulations and standards. In order to achieve that, we need to register residential care beds appropriately, and this means that if you wish to continue to provide residential care, in a nursing home, you will have to register a separate residential care home.

Throughout this document residential care clients will be referred to as residents. If you currently accommodate residents but do not wish to register a separate residential care home you can continue to accommodate your existing residents on an individual 'named' basis by following the process outlined below.

## What should I do now?

An application to vary registration must be submitted, which can be obtained from our registration team. The application must include the following information for each 'named' resident:

- full name
- unique identification number
- date of birth
- category of care under which they are accommodated.

Individual resident's names will not appear on the certificate, only the numbers of 'named' residents. In addition, you must inform the 'named' residents and/or their representatives that their information will be held confidentially by RQIA.

Please note that under this scheme no fee will be charged.

## How will RQIA use this information?

RQIA will retain the information in regards to the 'named' residents on a secure, electronic Health and Social Care (HSC) system. On inspection we will check that the information we retain remains correct and up to date.

It will be important that you maintain the accuracy of this information and inform us when the status on any 'named' resident changes.

As a registered person it is expected that you will maintain your own records of your 'named' residents. It is your responsibility to ensure that the registration certificate is accurate and up to date at all times.

## What happens if the resident is no longer accommodated in the home?

Each time a resident named on your certificate is no longer accommodated in the home, or is moved to a nursing category of care, you must inform RQIA within 72 hours in writing, either by email or letter. Once the resident leaves, the bed will revert to a nursing category of care and the numbers of 'named residents' will be adjusted on the registration certificate accordingly. There will be no fee charged in this respect.

## Can I admit any residents in the future?

Should you wish to register to accommodate residents in the future you will need to submit an application to vary the categories of care with the accompanying fee. This will only be approved in very exceptional circumstances on a 'named' resident basis. We would advise you to discuss this with your aligned inspector prior to proceeding with an application.

## What do I do if I need further advice?

If you need further advice or information you can contact your aligned inspector or our registration team on 028 9051 7500.



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