

# NHS Nurse Contribution to a Multi-Disciplinary Assessment (inc. FNC if applicable) and Specialist Contribution Assessment Forms (replacement to SAP3 Form)

## Why are we changing/updating the form?

- The existing SAP3 form is outdated
- It was part of a suite of forms that no longer exist & is outdated on where/how to submit.
- The ICB are not routinely receiving a copy of the nursing assessment and FNC determination, leading to delays in paying them FNC to care homes with nursing.
- Nurses had fed back the form contains a lot of duplication that is already in the nursing assessment they have completed for the person
- To improve the conveyance of relevant nursing information from one nurse to another (if a care home with nursing is being sourced)
- There are a number of “self tweaked and changed” versions of the form used by services.

## What the form(s) must still do

- Enable other professionals to provide a contribution to a multi disciplinary assessment, often lead by Adult Social Care, enabling future planning and support of a person’s needs.
- Where relevant, if a person is to enter a care home with nursing, FNC determination is required by an **NHS Nurse**, as are also eligibility for continence payments.
- Due **consideration** has been given to whether a person should be considered for CHC funding eligibility, such as details if a checklist has been completed, or if not, recording why not.
- To provide Adult Social Care with confirmed FNC eligibility where a care home with nursing needs to be sourced. Where FNC is agreed the ICB will undertake a review, including CHC consideration, within six weeks

## What have we replaced them with

- **NC Form (v.1): “NHS Nurse Contribution and Determination Form (inc. FNC if applicable)”**: A reduced form for NHS nurses to complete and which allows their existing nursing assessment to be appended, to reduce duplication.
- **SC Form (v.1) “Specialist Contribution to a Multi Disciplinary Assessment”**: A reduced form for other professionals to complete, to provide their contribution, with removal of the nursing aspects as they pertain to FNC and Continence.
- One form or the other needs completion and not both.
- A final step to remind nurses to provide a handover of nursing care, where a care home with nursing has been sourced, and to notify the ICB for the purposes of FNC payment (and continence payments where applicable)

# NC Form: NHS Nurse Contribution to a Multi-Disciplinary Assessment (inc. FNC if applicable) Flow Chart

**Social Care Practitioner requests the completion of the NC Form “NHS Nurse Contribution to a Multi-Disciplinary Assessment (inc. FNC if applicable)” by an NHS nurse to complete.**

This request should be directed to an NHS nurse who is currently involved with the Person.

If there is not currently a nurse involved, the first step is to request/refer for a nursing assessment.

NHS Nurse completes the form which includes:

CHC consideration, FNC determination, continence needs and Recommendation for how the person’s nursing needs should be met going forward

## Where FNC eligibility is recommended

- Nurse sends NC Form to ICB and cc’s Social Care Practitioner (ICB’s email address is on the form)
- The ICB will consider the FNC eligibility recommendation within 2 days, copying in the Social Care Practitioner to their response
- Where FNC is supported by the ICB, the Social Care Practitioner will follow their business process steps for authorisation of the placement and subsequently to Brokerage
- Social Care Practitioner will then inform the nurse of the care home with nursing and admission date, which Brokerage have sourced
- Nurse will update the NC Form with the care home (with nursing), details and admission date and forward to the ICB to activate FNC.
- Nurse contacts the care home directly to provide nurse to nurse handover and provides any relevant documentation

## Where FNC eligibility is NOT recommended

- Nurse sends NC Form back to the requesting Social Care Practitioner
- Social Care Practitioner will follow their business process steps for authorisation of the placement/care package and subsequently to Brokerage
- Social Care Practitioner will update the nurse if the Person is to be admitted to a care home (without nursing) details and admission date so that if there is any ongoing community nursing to arrange/continue, then nurse can make this arrangement

# SC Form: Specialist Contribution to a Multi-Disciplinary Assessment

- This form is for health and social care staff who have been requested to complete a specialist contribution by a Social Care Practitioner towards a Multi Disciplinary Assessment of Need (e.g. SALT, Occupational Therapist, Physiotherapist etc.).
- Upon completion of this form, it should be returned to the Social Care Practitioner who has requested the contribution.
- NHS registered nurses **SHOULD NOT** complete this form and should instead complete the **NC** Form (**N**ursing **C**ontribution & Determination Form)

# Form Location and Launch Date

- Where will the forms be saved?

## [Our publications and policies - Staffordshire and Stoke-on-Trent](#)

The above location will ensure that all stakeholders that need to access the form will have one central location and this will also aid version control/should be forms need to be updated.

- When will this go live?
  - The NC and SC Forms should be used from the 1<sup>st</sup> of March 2026
  - No SAP3 Forms should be used after 31<sup>st</sup> March 2026