

CARE REPORT TEMPLATE

INTRODUCTION

Smith v Bloggs Health Authority	
Name of Expert and Profession	
Instructing Party(ies)	
Date of visit	
Date of Report	
Number of report	

This report has been prepared in accordance with the *Care Best Practice Guidance*.

Appendices

Annexed to this report are the following appendices

1. Care diary if available;
2. The *Care Information Schedule[s]* dated [*insert date*] completed by the claimant/claimant's family;
3. Curriculum vitae;
4. Table of Standard Hours of care required by a normal child and adopted in this report together with a schedule of the rates relied upon which are taken from [*state source where rates taken from*];
5. Schedule of documents supplied;
6. References and other source documents considered [*including articles, legislative provisions*];
7. Summary schedule of past, current and future care costs; and
8. Expert's Part 35 Declaration

A Introduction

- (i) Summary of instructions or annex a copy of the instruction letter.
- (ii) Information for readers of the report [*definitions, basis of assessment & costs etc*]
- (iii) Significant details of visit [*when, where, who was present*]
- (iv) Case summary – brief outline of case and claimant's current condition to give the reader a picture of what the report is all about.

B Factual Synopsis

- (i) Description of injury or condition [*state source: assessment, medical records, expert reports, claimant's/claimant's carers' own account*]
- (ii) Claimant's personal details [*age, description of accommodation, and living arrangements, family, education and or employment, mobility and communication issues and aspirations of claimant & family*]
- (iii) Medical and therapy support [*Care Information Schedule, Section 2*]
- (iv) PCT/Social care/voluntary sector support [*Care information Schedule, Section 3*]
- (v) Welfare Benefits [*Care Information Schedule, Section 4*]
- (vi) Housing [*Care Information Schedule, Schedule 5*]
- (vii) Education [*Care Information Schedule, Section 6*]
- (viii) Past & Current Care [*Care Information Schedule, Sections 7 & 8*]
- (xiii) Implications for daily living activities

C Past & Current Care

1. Basis of assessment [*splitting into age bands of 0-11, 12-19, & 20 and above, please provide: a description of care that has been provided, your view of the reasonableness of the claim including your assessment of what care was required above that which would have been needed by the claimant prior to the injury which was allegedly caused by the defendant's negligence*] and hourly rates applied and explanation.
2. Analysis for each period [*descriptive*]. [*A care chart can be found at Appendices 1 and 2 which you may find helpful*].
3. Table showing age bands, hours per week above that of an average child, rate per hour [*split between weekdays and weekends and by reference to the dates of change used by NJC*], value per day, number of days, total value for the period, running balance.

Description: [<i>Past care</i>]						
Dates	Hrs/Week	Rate/Hr	Value/Day	Days	Total	Equivalent

					Value	rate per annum
					Total	
					Running Total	

D Future Care

- (i) Care [*Letter of Instruction, Paragraph 8(v)(a)*]
- 1 Basis of assessment [*age bands, comments on likely prognosis, including the effect of rehabilitation and/or environmental changes, your recommendations*].
- 2 Analysis for each period [*descriptive*]. [*A care chart can be found at Appendix 1 which you may find helpful*].
- 3 Table showing age bands, hours per week above that of an average child [*if applicable*], rate per hour [*split between weekdays and weekends*], value per day, number of days, total value for the period, running balance. Set out details of the basis on which the rates have been assessed.

Description: [Future Care]						
Dates	Hrs/Week	Rate/Hr	Value/Day	Days	Total Value	Equivalent rate per annum
				Total		

- 4 Description of recommendations [*excluding case management*].
- 5 Table showing recommendation and cost.

Description: [non-case management]	
Dates	Total Value
Total	
Acc	

Past/Future Care

Period 1 to

		Please enter care times (in 30 minutes intervals)												Totals		
		00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	F	C	
Monday																
Tuesday																
Wednesday																
Thursday																
Friday																
Saturday																
Sunday																

		Please enter care times (in 30 minutes intervals)												Totals		
		12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	F	C	
Monday																
Tuesday																
Wednesday																
Thursday																
Friday																
Saturday																
Sunday																

Grand Totals	
Family	Carer

Current Care

Current Week to

	Please enter care times (in 30 minutes intervals)											Totals		
	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	F	C
	Monday													
Tuesday														
Wednesday														
Thursday														
Friday														
Saturday														
Sunday														

	Please enter care times (in 30 minutes intervals)											Totals		
	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	F	C
	Monday													
Tuesday														
Wednesday														
Thursday														
Friday														
Saturday														
Sunday														

Grand Totals	Family	Carer