

Residential Hospice of Grey Bruce Inc. Nursing Manual	DIVISION: Nursing CATEGORY: Residence Admission	POLICY NO: λ -A-02
ISSUED BY: Executive Director	SUBJECT: Admission Procedure	PAGE NO: 1 of 1

POLICY:

Applications for admission to the Hospice residence must be completed at the time referral is made.

•The Community Care Access Centre Case Manager will complete the referral form for patients using the following criteria:

1. The individual is in the terminal phase of their illness.
2. The individual resides within Grey Bruce County except in extenuating circumstances.
3. The individual is unable to stay at home because:
 - The level of services available in the community is insufficient to meet his/her needs
 - Family support is unavailable or inadequate
4. The individual's symptoms can be managed at the Hospice, including care needs that can be managed according to current CCAC policies.
5. The individual is agreeable to hospice admission.

PROCEDURE:

Once the application is completed, it is faxed to the Residential Hospice of Grey Bruce. If the patient does not require immediate admission, the application is filed in the pre-registration book. If the patient requires admission, the Residential Care Coordinator/ Executive Director/R.N. of the Hospice reviews the application.

•In partnership with the CCAC Case Manager, the residential coordinator and the outreach team, the patient's care needs are determined and a decision regarding eligibility for admission to the Hospice is made.

•If time allows, the Residential Care Coordinator will do a home/hospital visit to the patient to further assess if admission to the Hospice is appropriate/necessary. The Coordinator explains the philosophy and objectives of the Residential Care Program, as well as explains the content of, and gives, the family a brochure on the Residential Hospice of Grey Bruce. She then completes the Hospice Palliative Care Information form, and a decision is made regarding admission to the Hospice.

•If the patient is not accepted for admission to the Hospice, the Coordinator explains the reasons and makes recommendations for alternative services reinforcing that the patient may re-apply if



circumstances change. The Coordinator then notifies the source of the referral regarding non-admission to the Hospice.

- If the patient is accepted for admission to the Hospice, a “Residential Care Program Admission Agreement” form must then be signed by the patient/substitute decision maker. A plan for admission is then made. The Coordinator notifies the source of the referral and the CCAC Case Manager who will then notify other relevant service providers.

- The Hospice Coordinator contacts the patient’s family physician to determine his/her agreement to continue to follow the patient at the Hospice. At this time it will be documented as a priority note, at what hour of the day the physician may be notified of the death of their patient. If the physician is unable or unwilling to continue following the patient in the Hospice, or there is no family physician, the Coordinator will seek another physician who is able to assume the care.

- If time does not permit the Coordinator to visit the patient prior to admission to the Hospice, the Coordinator will collaborate with the CCAC Care Coordinator/Community Hospital via telephone to seek the information needed to determine appropriateness of admission to the Hospice as soon as possible. The Coordinator will phone the patient’s family to discuss the philosophy and objectives of the Residential care Program. The Coordinator then makes arrangements to meet with the patient and family as soon as possible after admission to complete the admission process and have the necessary document signed.

- If the patient is on oxygen, the Care Coordinator/Nurse must notify the Oxygen Supplier and fill out the appropriate oxygen requisition forms regarding the new resident.

- Enter name into Black Binder
- Initiate resident chart.

DATE APPROVED: April 2004

DATE REVIEWED:

DATE REVISED: April 2013

APPROVED BY: