

Referral to the Adult Inpatient Services Policy

Document Management

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Version Control

Please document all changes made to this document since initial distribution.

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10/10/2022	1	SMT	ALL	NEW POLICY

Important Note: The electronic version of this document saved on the Eden Valley Hospice Information Site is the most up-to-date version. Any printed copies may not necessarily contain the latest updates and amendments.

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1. Responsibilities

Ultimate Responsibility

Chief Executive.

Accountability

Director of Clinical Services

First Line Responsibilities

Clinical Lead, Lead Hospice Doctor & Medical Team

All Staff

Clinical Teams: All staff are responsible for reading and adhering to current policies relevant to their work.

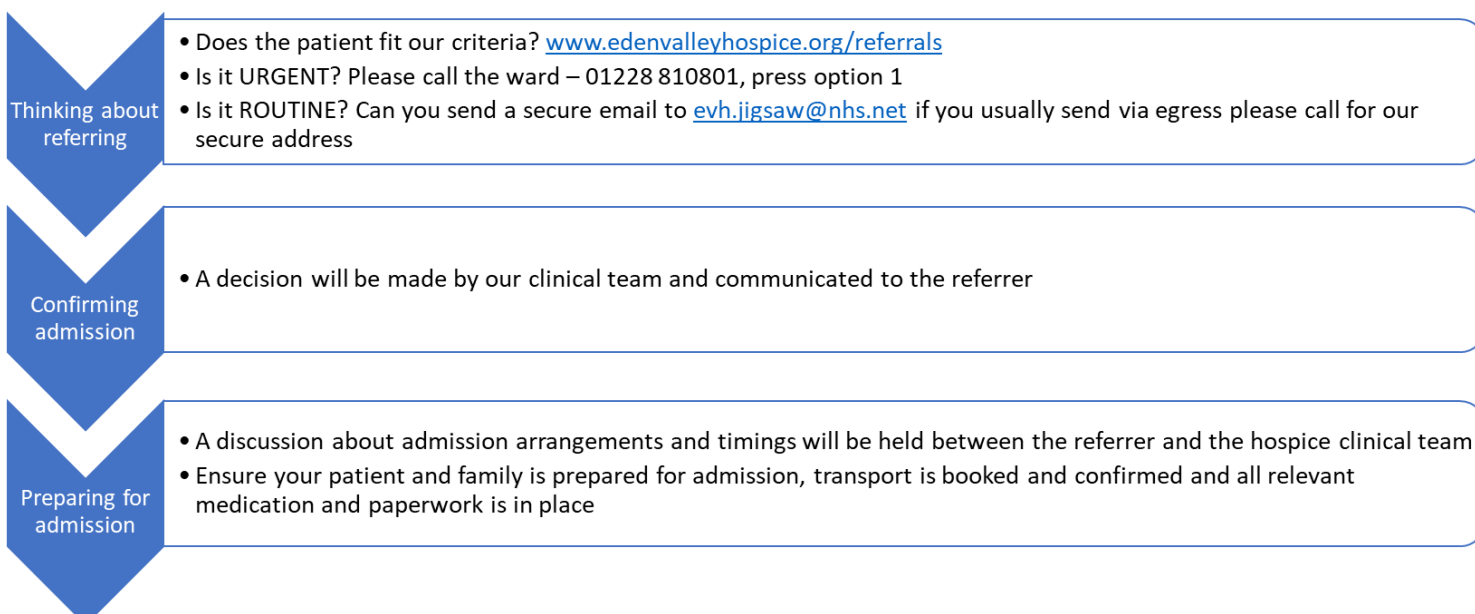
2. Who we are and what we do?

Eden Valley Hospice adult inpatient unit provides eight charity-funded Specialist Palliative Care beds for adults aged 18 and over who have an **advanced progressive life-limiting condition**, and we prioritise those with **associated complex needs which cannot be managed effectively in other settings**.

Patients will require assessment, management, and support by the multidisciplinary palliative care team.

Eden Valley Hospice is a charity. These are the criteria for our beds funded through charitable donations. Our care is delivered in collaboration with our hospital, primary health care colleagues and other community health and social care services.

Our admitting criteria is different for contracted beds. Where we have contracted beds with health care partners for other palliative patients our admitting criteria can be seen in another policy, Referral for Contracted Beds Policy.



3. Referral criteria for inpatient care

Referral can be made for one or more of the following reasons:

- Management of uncontrolled or complex symptoms, which may include physical, psychosocial, and spiritual needs.
- Care of the imminently dying patient.

The hospice inpatient unit is **unable** to provide services for patients whose:

- Conditions are stable; do not require specialist palliative care input and whose needs are mainly social in nature.
- Current problems which are not related to their life-shortening condition.
- Acutely unwell patients whose needs may be better met in the acute setting e.g., neutropenic sepsis, ongoing high-risk treatment i.e., nasogastric tubes.

The hospice is unable to accept patients for indefinite care and this should be made clear to the patient and family when referral for admission is being discussed.

Most patients will be admitted for a period of assessment; length of stay will be dependent on complexity of need – and, with the exception of patients who are admitted for care in the last days of life - discharge planning commences on admission.

Patients suitable for hospice care stay with us on average for up to 2 weeks.

Eden Valley Hospice acknowledges the importance of advance care planning, recognising that patients have preferences regarding their preferred place of care/death. We are required to prioritise access to all our services according to the complexity of need and therefore, unfortunately, we may not be able to fulfil all requests.

4. How to refer for inpatient care:

The purpose of the hospice referral form is to ensure that we have the relevant information upon which to base our assessment of a patient's need for Specialist Palliative Care and prioritise accordingly. It is important that as much information is given as possible, as incomplete forms may result in a delay to the referral being processed.

The referral form can be found on our website at www.edenvalleyhospice.org/referrals (this may be emailed securely by NHS colleagues to evh.jigsaw@nhs.net or via egress by agreement).

Routine referrals for admission are reviewed daily and admission arranged dependent on priority and bed availability. This will be communicated directly to the referrer who will be asked to arrange transfer to the hospice. Any urgent referrals will be discussed with the multi-disciplinary team and acted on accordingly.

To request an urgent admission out of hours the referrer **must** contact the ward on 01228 810801, press option 1.

The hospice will endeavour to support the patient until admission can be arranged.

Symptom control advice is available for professionals 24/7 on the same number on 01228 810801, press option 1.

5. Patients who lack capacity

If a patient lacks the capacity to consent to admission to the Hospice and there is no Lasting Power of Attorney for Health and Welfare or Court Appointed Deputy, the decision to admit must be made in their best interests in accordance with the Mental Capacity Act 2005 and the accompanying Code of Practice. This may necessitate a Best Interests meeting and decision and may require the involvement of an Independent Mental Capacity Advocate (IMCA).

Please provide copies of your assessment of capacity and best interests' documentation on admission.

6. Transfer of patients to the hospice

It is the referrers' responsibility to:

- Discuss and explain the decision to admit to the hospice – and what this means - with the patient and their immediate family / care
- Ensure that the patient and family understand that admission is not for indefinite care and that the length of stay will be determined by the patient's needs.
- Inform the patient/carer of the admission arrangements.
- Ensure the patient is fit to travel to the hospice. It is not appropriate to transfer patients who are actively dying.
- Arrange suitable transport in a timely manner – please consider the dignity and wellbeing of the patient and family when considering timings.
- Ensure the following information accompanies patients being admitted to the hospice where appropriate:
 - Current medication,
 - District Nurse files,
 - Acute hospital notes,
 - Advanced care planning documentation,
 - DNACPR form,
 - Any other relevant documentation,

Should you wish for further clarification regarding our criteria for admission, or if you wish to discuss anything further regarding our services or your patient details, please contact the inpatient unit on 01228 810801, press option 1.

Equality Impact Assessment

At Eden Valley Hospice and Jigsaw everyone is equal. We recognise the need to tackle discrimination and promote equality. We do everything we can to ensure all our policies are not discriminating and promote equality and address the diverse needs of individuals and ensure upholding of human rights, ensuring fair treatment and protecting dignity.

Individual equality impact assessments are carried out on a case-by-case basis as required.