

REFERRAL PROCESS FOR OUT OF ZONE PATIENT HOSPICE ADMISSION

HOSPICE ADMISSION CRITERIA

The Patient:

- is 18 years and older
- is experiencing a progressive life limiting or life threatening disease and wishes to focus on comfort and quality of life
- has indicated that they no longer require or are benefitting from life sustaining medical treatment Goals of Care Designation (GCD) is in place and is C1 or C2. M2 may be accepted with consideration
- is not awaiting consultation for initial assessment, staging or treatment of disease at the Cross Cancer Institute or other Cancer Center. Patients waiting for palliative radiation are eligible for admission
- has an expected length of stay of approximately three to four months or less; exceptions may be considered
- wishes and agrees to transfer to hospice to receive end of life care when remaining at home is no longer possible or acute care is no longer required
- agrees to reassessment for alternative level of care if condition stabilizes and disease trajectory appears to exceed expected length of stay
- has been assessed by a Palliative Care Consultant from the sending Zone and has met all the above criteria for hospice

This list is not meant to be inclusive of all clinical criteria and is best used as a general reference summary. Please refer to the complete “Hospice Palliative Care Unit Admission Criteria and Guiding Principles”, located on www.palliative.org or see the attached “Hospice Criteria Summary of Supplies Needs” included in this package.

Points for Discussion

- diagnostic tests and other assessments are not routinely ordered but may be suggested in order to support symptom management
- the admitting family physician and hospice team will address and discuss decisions and potential interventions to support symptom management
- Palliative Performance Scale (PPS) scoring of 50% or less
- hospices cannot manage patients that are at risk for elopement or have wandering, aggressive or behavioral issues that require one on one staffing
- patient/family are encouraged to indicate two hospice site preferences

For referral information regarding Palliative Care Consultation in the Edmonton Zone including telephone consultation go to: -

http://www.palliative.org/NewPC/pdfs/pdf_general/2D12%20Admission%20and%20Referral%20information%20-%20October%202014.pdf

To register a patient for hospice placement:

1. Contact Community Care Access (CCA) at 780-496-1300 to register the patient
2. CCA will contact the Bed Hub Coordinator (BHC) to inform of the out of Zone hospice bed request.
3. The BHC will contact the referral source to discuss and forward the admission package.
4. The BHC may wish to contact the Section Chief - Edmonton Zone Palliative Care Program for medical guidance and clinical confirmation that hospice is the appropriate location for admission.
5. The referral source completes and returns the hospice admission package to the BHC for review.
6. The BHC contacts the referral source to confirm receipt of the package, request additional information and/or advise that the patient has been waitlisted.
7. When a bed becomes available, the BHC will contact the sending unit or the referral source to make arrangements for transfer of the patient.
8. It is the responsibility of the sending unit/referral source to keep the patient and family updated and informed of transfer.

Please note that if the patient does not have Alberta Health coverage they will be required to choose a hospice site that has the ability to reciprocally bill their home province. These options include: WestView Health Centre Continuing Care, St Joseph's Auxillary Hospital and the Edmonton General Continuing Care Centre.

If you have any questions, please contact the Bed Hub Coordinator at:

Office: (780) 735-8353

Fax: (780) 735-3307

Email: Hospice_Bed_Hub@albertahealthservices.ca

Appendix A Out of Zone Admission Package

The Out of Zone Hospice Admission Package is a standardized format for the provision of information for the assessor and patient and family as well as the collection of assessment information and includes:

- Hospice Admission Demographic Information
- Edmonton Symptom Assessment Form (ESAS-r)
- Folstein Mini Mental State Examination (MMSE)
- Hospice Information Sheet for Patients and Families
- Hospice Criteria Summary of Supplies and Care Needs
- Physical care needs checklist

Supplementary documentation required to support admission to hospice:

- Recent Diagnostics/Lab reports (last month)
- Current Medication Administration Record of prescribed medications
- Recent progress notes and relevant consultations
- Cancer Care Progress Notes (last month)