

CATEGORY:	ORGANIZATIONAL – CLIENT/COMMUNITY RELATIONS
SUB-CATEGORY:	CLIENT RELATIONS WITH WESTERN HEALTH
GROUP:	
DISTRIBUTION:	ALL STAFF
TITLE:	FIRST AVAILABLE BED POLICY – LONG TERM CARE

POLICY

All applicants in acute care who are medically discharged as well as clients in the community who are approved for placement in Long Term Care by the Regional Single Entry Assessment and Placement Committee who may end up in acute care while waiting placement are required to accept the first available bed that meets their assessed care needs.

Once placed in Long Term Care, these individuals will be repatriated back to a Long Term Care facility in the community of their choice as per the [Repatriation Policy \(#15-01-510\)](#).

PROCEDURE

Long Term Care beds in the Western Region are accessed through the Western Health Single Entry Placement Process (*Policies [15-01-157 Geographic Boundaries for Long Term Residential Care in Western Region](#) & [15-01-420 Assessing Unassigned Long Term Care Beds in Western Region](#).*)

All applicants for Long Term Care and/or client representatives will be advised of the *First Available Bed Policy*. The social worker or designate completing the application, is responsible for discussing this policy with clients both in acute care and within the community. Applicants and/or client representatives must sign an acknowledgement that the *First Available Bed Policy* has been explained. (See [Acknowledgement Letter-First Available Bed Policy, Form # 12-685](#))

Once a medically discharged approved applicant has been offered an appropriate unassigned Long Term Care bed in the Region they will be provided with 24 hours to make a decision regarding acceptance of this bed. Once the 24 hours has passed, a team meeting will be held with primary care providers and the applicant and/or client representatives to plan for transfer to Long Term Care or discharge.

Individuals who refuse to accept this unassigned appropriate bed in Long Term Care will be discharged home.

Individuals and/or client representatives will be given an additional 48 hours to make their arrangements for transfer to Long Term Care or discharge. As necessary, acute care discharge-planning staff can negotiate for additional time to arrange community support.

FORMS

[Acknowledgement Letter for First Available Bed Policy, Form # 12-685](#)

KEY WORDS

first available bed, discharge, repatriation, long term care, LTC, Placement, Single Entry Assessment, Assessments and Placements, Single Entry, Repatriation

TO BE COMPLETED BY QUALITY MANAGEMENT & RESEARCH STAFF ONLY

Approved By: Chief Executive Officer	Maintained By: Vice President – Long Term Care/Rural Health
Effective Date: February/2006	<input type="checkbox"/> Reviewed: <input checked="" type="checkbox"/> Revised: 10/August/2011
Review Date: 10/August/2014	<input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> New



Form # 12-685

Acknowledgement of First Available Bed Policy

Applicant's Name: _____

Address: _____

Continuing Care Number: _____

Dear Applicant;

You or your next of kin have applied and your application has been approved for Long Term Care by the Regional Single Entry Assessment and Placement Committee. If and when you are admitted to hospital, should the situation arise, you are required to accept the first available bed in the region that meets your assessed care needs. You will be placed on a waitlist for high priority repatriation to a long term care facility in community of your choice.

If you refuse to accept the first available appropriate bed you will be discharged from acute care.

Please acknowledge that the First Available Bed Policy has been explained to you by signing below:

Sincerely:

Vice President, Long Term Care and Rural Health.

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Acknowledgement of First Available Bed Policy

Name of the Person Signing: _____

Relationship to Applicant: _____

Signature

Western Health Staff Signature

Date