

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

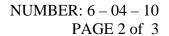
All applicants in acute care who are medically discharged as well as clients in the community who are approved for placement in Long Term Care by the Regional Single Entry Assessment and Placement Committee who may end up in acute care while waiting placement are required to accept the first available 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 <u>Repatriation Policy (#15-01-510)</u>.

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 <u>Acknowledgement Letter-First Available Bed Policy</u>, 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

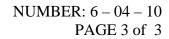
Acknowledgement Letter for First Available Bed Policy, Form # 12-685

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:	Maintained By:	
Chief Executive Officer	Vice President – Long Term Care/Rural Health	
Effective Date:	☐ Reviewed:	
February/2006	☑ Revised: 10/August/2011	
Review Date:	☐ Replaces:	
10/August/2014	☑ New	







Form # 12-685

Acknowledgement of First Available Bed Policy

Applicant's Name:				
Address:				
Continuing Care Number:				
Dear Applicant;				
Term Care by the Re when you are admitte the first available bed	gional Single Energional Single Energional Single Energional Single Energion to the second single Energia singl	try Assessment and ould the situation as hat meets your ass	on has been approved to Placement Committeerise, you are required to essed care needs. You term care facility in contents	e. If and to accept will be
If you refuse to accepacute care.	pt the first availa	able appropriate be	d you will be discharg	ged from
Please acknowledge t signing below:	that the First Ava	ailable Bed Policy	has been explained to	you by
Sincerely:				
Vice President, Long	Term Care and R	ural Health.		
Acknowledgement of	f First Available	Bed Policy		•••••
Name of the Person Sa Relationship to Applic			_ _	
Signature				
Western Health Staff	 Signature		Date	