

Procedure for Admission to Vacant St. Peter's Hospital "End of Life" Beds *After Hours*
(between 1630 and 0830 hours Monday to Friday and on Weekends and Statutory Holidays)

Assumption: End of Life, Complex Care beds will be fully occupied with appropriate patients. However, given the nature of this patient group, defined as patients with a life limiting illness that are at the end stage of that disease process, death may occur at any time, leaving a vacant hospital bed *After Hours*. St. Peter's Hospital will maintain, along with CCAC Placement Services, an up-to-date client waitlist. When an End of Life bed becomes available *After Hours*, when CCAC Placement Services is closed, **St. Peter's Hospital End of Life/Palliative Care Program (herein after referred to as CC EOL program) may directly admit a patient under the following 3 circumstances:**

1. End of Life Patients in Crisis and "ON" the Waitlist

(At risk of going to ED / in an ED / in Juravinski Cancer Centre Ambulance Hold and unsafe to return home)

When an End of Life patient, currently on the Complex Care wait list, is in "crisis", defined as "the patient's needs can be met in Complex Care and requires immediate admission as a result of a crisis arising from the patient's condition or circumstances that puts them at significant safety risk if left in their current environment", the CC EOL program can coordinate admission of the patient to an empty bed directly with the referring source. If the "crisis" category requirement is not identified until *After Hours*, then **the referring source is to call the CC EOL program directly (at SPH 905-521-2100 ext. 12250 or ext. 12234)** to receive information about the potential availability for a "crisis" bed.

2. End of Life Patients in Crisis "NOT ON" the Waitlist

(At risk of going to ED / in an ED / in Juravinski Cancer Centre Ambulance Hold and unsafe to return home)

When an End of Life patient, not currently on the Complex Care wait list, is in "crisis", defined as "the patient's needs can be met in Complex Care and requires immediate admission as a result of a crisis arising from the patient's condition or circumstances that puts them at significant safety risk if left in their current environment", an *After Hours* referral and admission can be coordinated by the CC EOL program.

After Hours for a **previously unknown patient, crisis referral, all referral sources are to:**

- **Call directly to the CC EOL program unit (at SPH 905-521-2100 ext. 12250 or ext. 12234)**
- Receive information on the EOL Program Criteria directly from the CC EOL program
- Required to complete the CC EOL Inpatient Admission Application Package for referrals (CC Letter of Understanding / CC Admission Application / SPH PC Referral Information Sheet) either over the phone or fax it directly to the CC EOL program – get the direct fax number from the CC EOL unit while on the phone
- Receive information about approval of the referral and the potential availability of a bed for a "crisis" admission directly from the CC EOL unit

3. End of Life Patients "Not in Crisis" but "ON" the Waitlist

When a CC EOL program bed becomes available *After Hours*, and there are no "crisis" referrals awaiting admission, the CC EOL program can coordinate admission of a suitable patient from their waiting list directly with the referring source.