



ADMISSION PROCESS/ASSESSMENT	Policy Number: 0101
	Effective Date: MAY 1, 2004
Approved By:  Executive Team	Date Revised:  March 1, 2019
Reason for Revision:  Click on Item below and select Item from list.  CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.  * New format being used.  * Added Attachment "Welcome Letter to Physicians" as a form instead of an attachment  * Added where Electronic form is kept – TBD  * Added where Hardcopy form is kept – Nursing Station file cabinet	Next Date for Review:  March 1, 2021
Section: Section 01 - Delivery of Care to Residents and Families	Page No: Page 1 of 2

## **Policy**

The Salvation Army Agapé Hospice provides individualized physical, social, emotional, and spiritual end-of-life care. Each referral for hospice care is reviewed by the Nursing Lead, or designate. The individual care needs are reviewed with the sending team and the bed is offered to the individual. Upon admission to Agapé Hospice, each resident and their loved ones will receive a copy of 'Admission Information for residents and Loved Ones'. Residents and their loved ones are orientated to their room, the facility, and assisted in settling in. Standardized admission forms must be completed within 24 hours of arrival, and Care Plan started with collaboration of the resident/legal representative, whenever possible. A detailed description/check list of Unit Clerk, Resident Attendants' and Registered Nurses' admission responsibilities can be found in each resident health record, and becomes part of the legal record. Areas on the admission forms that do not pertain to the resident are marked as "not applicable" (N/A). The Physician's admission assessment should be completed within 48 hours. The Goals of Care Designation order obtained at the sending institution or in the community will remain in effect. The resident and/or the legal representative are required to sign the Memorandum of Understanding for Palliative Care at Agapé Hospice. The Chaplain will complete the Spiritual Assessment portion of the resident Information and Admission Assessment form within 72 (seventy-two) hours.

## REQUIRED FORMS AND EQUIPMENT REFERENCES

Electronic forms location – FORMS Hardcopy forms location – Nursing Station file cabinet.

1. Welcome Letter to Physician

## REFERENCES





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Alberta Health. (2016). Continuing Care Health Service Standards Information Guide. January, 2016. Alberta Health Services. Calgary Region. (1997). Policy 1339 – Admission/Re-admission to Hospital. November 3, 1997