



Policy Name <b>REFUSED/DECLINED ADMISSIONS</b>		Policy Number: <b>0195</b>
		Effective Date: May 19, 2010
Approved By: Management Committee	Drafted by:	Date Revised: December 19, 2012
Classification: Delivery of Care to Residents and Families		Page No: Page 1 of 3

## POLICY

Admission criteria for hospice care are set by Alberta Health Services (AHS) Palliative Transition Services as indicated in Agapé Hospice Policy #0108, "Admission to Hospice". Individuals waiting for end of life care are placed on the AHS Palliative Pathways System Waitlist and managed by the AHS Palliative Transition Services Coordinator. Available beds at Agapé Hospice are entered into the system and information regarding the next potential admission is obtained. Potential admissions to Agapé Hospice are assessed by the Clinical Care Coordinator or designate on a case-by-case basis and a decision is made whether the admission is appropriate for care at Agapé Hospice.

## PROCEDURE

1. Agapé Hospice may deem the admission inappropriate at the time a bed is available, despite the fact that the potential admission meets the admission criteria set by AHS. Reasons for **temporary** or **permanent** denial of admission may include but are not limited to:
  - Patient/family refused acceptance of the bed
  - Death before admission occurred
  - Acuity of the resident/family needs
  - Safety issues such as wandering, smoking supervision
  - Pre-admission meeting required such as ALS (amyotrophic Lateral Sclerosis) patient
  - Environmental concerns such as available room too small for equipment required for safe care
  - Time required to assemble necessary equipment to safely care for resident
2. At the time of any refused or declined admission the "Refused/Declined Admission" form is to be completed.

**\*\* The reason the admission was declined must be recorded on the "Refused/Declined Admission" form\*\***

3. The form should include any discussion held with the Palliative Transition Services Coordinator regarding the denial of admission.
4. The completed "Refused/Denied Admission" form, along with the information received by Agapé Hospice regarding the potential admission, will be stored



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according to Freedom of Information and Protection of Privacy Act (FOIP). The records will be kept in Health Records.

## **ATTACHMENTS**

Refused/Declined Admission form

## **CROSS REFERENCE**

[Policy # 0107 – Waitlist Management](#)

[Policy # 0108 – Admission to Hospice](#)

[Policy # 108b – Admission to Hospice-Weekend Hospice Admission Process](#)

[Policy # 0111 – Urgent Admission Criteria](#)

## **REFERENCE**

[Government of Alberta - Freedom of Information and Protection of Privacy Act \(FOIP\)](#)



**Attachment A  
REFUSED/DECLINED ADMISSIONS**

Name:	Date:
Diagnosis:	Room Available:
<input type="checkbox"/> Bed Refused by Family/Patient	<input type="checkbox"/> Death Before Admission
Admission Refused by Agapé Hospice: Reason:	
Admission Temporarily Refused by Agapé Hospice: Reason:  Bed re-offered on:	
Discussion with Palliative Transition Services:	

**\*\*\*All information on declined admissions will be stored in  
Medical Records\*\*\***