


<b>Name of Policy:</b>	<u>Care of Inpatient on Hospice Agency Services</u>	 <p><b>Effective Date:</b> 6/22/2011 Initial Effective Date: 5/12/2004</p>
<b>Policy Number:</b>	3364-100-45-04	
<b>Department:</b>	Hospital Administration	
<b>Approving Officer:</b>	Sr. Vice President & Executive Director, UTMC Chief of Staff	
<b>Responsible Agent:</b>	Sr. Vice President & Executive Director, UTMC	
<b>Scope:</b>	The University of Toledo Medical Center and its Medical Staff	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy		

**(A) Policy Statement**

The University of Toledo Medical Center (“UTMC”) has agreements with Hospice of Northwest Ohio and other hospice agencies (referred to collectively as “Agency”) to provide a collaboration of services for terminally ill inpatients in need of pain control and symptom management that is palliative and not curative in nature.

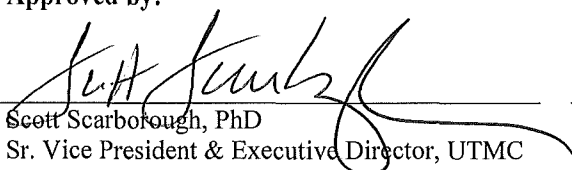
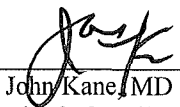
**(B) Purpose of Policy**

To provide guidelines, for the care of **Inpatients receiving Agency services, that** are consistent with the mission of UTMC and end of life care.

**(C) Procedure**

1. Agency Patients will be admitted to UTMC twenty-four (24) hours a day either through the hospital admitting department or the emergency room without screening or review upon the order of an attending physician with appropriate staff privileges in accordance with standard admitting practices. If UTMC has no beds at the time an Agency seeks admission, the Agency patient will be admitted as soon as **possible**. Upon admission or transfer of status within UTMC of an Agency patient, Outcome Management will be notified to make sure all contractual agreements are in order.
2. A UTMC patient may be converted to hospice care and remain at UTMC provided one of the following conditions exist:
  - a. Death may be imminent during transport to the inpatient hospice or other facility.
  - b. Physician is of the opinion that patient has 24 hours or less of life; or
  - c. The **Inpatient Hospice Agency** has no available beds at the time and places patient on their waiting list.
3. Agency will have responsibility for professional management and care of Agency patients. No care, treatment, services, procedure, therapy or medication will be provided that is inconsistent with the patient's plan of care or Agency protocol unless the attending physician has countersigned or verbally agreed to the order. Recommendations will be communicated by the Agency nurse or Medical Director to the UTMC credentialed attending physician or UTMC registered nurse caring for the Agency patient. All decisions relating to an Agency Patient's care or Agency Patient's plan of care will be communicated by written orders of the attending physician. Telephonic orders may be taken and written by a UTMC registered nurse in accordance with UTMC policy. All communications are documented in the patient's medical record.
4. The attending physician and the Agency's registered nurse assigned to an Agency Patient will coordinate the implementation of the Agency Patient's plan of care and the provision of services under the plan of care. Upon request of Agency, UTMC employees will be available for interdisciplinary group meetings if their participation is appropriate and necessary.

5. UTMC will provide hospital services, as required by the contract between UTMC and the Agency, including, but not limited to: social services, physical therapy, occupational therapy, respiratory therapy, speech therapy, laboratory, radiology and pharmacy services, housekeeping, radiation therapy, IV therapy and dietary counseling. Oxygen is a palliative treatment and will be readily available for all Agency patients as needed.
6. UTMC will provide, per the contract between UTMC and the Agency, a private room, when available and will also provide meals and direct daily nursing care by a registered nurse or licensed practical nurse twenty-four (24) hours a day, seven (7) days a week. Agency patients will be transferred to the 4AB oncology unit when possible where at least one (1) registered nurse will provide and supervise direct care to the Agency Patient.
7. Agency will ensure that UTMC employees providing inpatient care for Agency patients receive proper end of life care training. As required by the contract, UTMC will provide staff with appropriate qualifications and competencies.
8. Agency Patients will be permitted to wear their own pajamas and will not be required to wear hospital gowns. In addition, Agency patients will be permitted to bring personal items such as pictures, quilts, pillows, blankets, bedspreads and other reasonable items to their hospital room to create a home-like atmosphere. Agency patients will be permitted to have unrestricted visiting privileges, including small children, twenty-four (24) hours a day. In addition, a family member will be permitted to remain with an Agency Patient throughout the night and will be provided with a comfortable chair or if possible a cot or bed in the same room. Sufficient space and privacy will be provided for patient-family visiting.
9. UTMC will prepare and maintain medical records for each Agency Patient receiving services in accordance with current UTMC policies and will document all events and inpatients services performed. Agency Medical Director will have access to the medical record and will be permitted to make entries in the medical record. Agency will receive a copy of each Agency Patient's medical record and discharge summary upon discharge.

<p><b>Approved by:</b></p> <div style="margin-bottom: 20px;">         _____        Scott Scarborough, PhD        Sr. Vice President &amp; Executive Director, UTMC     </div> <div style="margin-bottom: 20px;">         _____        John Kane, MD        Chief of Staff     </div> <p><i>Review/Revision Completed By:</i>        HAS        Nursing        Chief of Staff</p>	<p><b>Review/Revision Date:</b></p> <p>9/12/07        7/23/2008        9/24/2008        6/22/2011</p> <hr/> <p><b>Next Review Date:</b> 6/1/2014</p>
<p><b>Policies Superseded by This Policy:</b> 7-45-04 - Care of Inpatient on Hospice Services</p>	