



Admissions Policy

St Joseph's Hospice provides nurse-led palliative and end of life care services, supported by General Practitioner input and Specialist Palliative Care advice from partner agencies. The area of operation covers West Lancashire, Sefton, Liverpool and Knowsley, from where appropriate patient referrals will be considered.

All enquiries regarding bed availability or admission criteria are to be made to either the Clinical Director, Finance Manager or In Patient Unit Manager, on 0151 932 2060 or 0151 924 3812. Formal referrals must be made through a healthcare professional at a hospital or hospice, a GP, district nurse or a palliative care specialist nurse to CHC who will then submit the referral to St Joseph's Hospice either through the Sproc referral system for Sefton patients or via an email. Referrals via email are to be sent to clare.waller@jospice.org.uk; beverley.cannon@jospice.org.uk; marian.banks@jospice.org.uk

Eligibility for Continuing Health Care Funding will be determined by the appropriate CCG. Funding must be agreed before a patient is referred. If funding is agreed, and if the patient's needs have been assessed as being appropriate to St Joseph's Hospice clinical environment and a bed is available, the referrer will be contacted by a member of the clinical team to arrange the completion of St Joseph's Hospice pre-admission checklist. The referrer will also be informed of what we require for transfer. Once the pre-admission checklist has been received by St Joseph's Hospice, an admission date can be arranged. During the Covid pandemic, we require a Covid swab to be taken no longer than 48hrs of admission. The result must be negative for admission to ourselves. If for some reason the transfer is delayed and admission will be over the 48hrs then the referrer must arrange another Covid test. It is the responsibility of the referring team to arrange transport into St Joseph's Hospice and transfer must be before 4pm.

Patients are accepted if they are suffering from a life-limiting illness with up to a 6 months prognosis. Patients can have complex needs but not complex as such to require a hospice bed elsewhere where medical staff are present throughout each day and on call overnight. Patients can be admitted with illnesses such as:

- Advanced cancer
- Advanced degenerative neurological conditions
- Advanced heart failure
- End stage chronic kidney disease
- Chronic obstructive pulmonary disease
- End stage dementia – where the patient is bed bound

(This is not an exhaustive list).

St Joseph's Hospice will only accept patients who require complex specialist care or a 1-1 level of support for up to 6 months when a bespoke funding package and care plan has been agreed with the relevant agencies (e.g. the CCG, CHC, CSU and relevant healthcare professionals). The IPU Manager or Clinical Director must be satisfied that Hospice is the most appropriate place of care for such patients, and admissions will be subject to the Hospice having a sufficient number of appropriately trained staff and a suitable bed being available. During the Covid Pandemic we are unable to accept patients who require



aerosol producing procedures such as, non-invasive or invasive ventilation or continual suction.

Referrals must always be made with the patient's agreement or as a Best Interest Decision if the patient lacks capacity.

A full pre-admission assessment will be undertaken either by phone with the appropriate Healthcare Professional or with the patient themselves by a member of St Joseph's Hospice Clinical staff.

Where more than one such patient is requiring a bed and we only have one available, an assessment of clinical needs will be made to determine priority. If patients are referred to the service but are deemed not to meet St Joseph's Hospice Referral Criteria, a member of the clinical team will decline the referral if made through the Sproc referral system, other than that a member of St Joseph's Clinical staff will liaise with the referrer to explain why the referral has not been accepted.

Patients admitted to St Joseph's Hospice are expected to have a life expectancy of up to six months. After three months, patients will be reassessed by a member of staff from the Continuing Health Care team. If, after this reassessment, the patient no longer meets the St Joseph's Hospice admission criteria, they may be discharged to a more appropriate place of care.

The Hospice does not routinely admit patients during the evenings and at weekends. Emergency admissions can occur at weekends provided funding has been agreed and the patient is unable to remain where they currently reside due to deteriorating at home and patient/family are unable to manage or deteriorating rapidly in Hospital and the patient's preferred place of death is St Joseph's Hospice.

Admission will be to a single room.

Feedback regarding the referral process is welcomed and should be addressed to:

The Director of Clinical Services
St Joseph's Hospice
Ince Road
Thornton
Liverpool
L23 4UE

Tel: 0151 924 3812

Email: clare.waller@jospice.org.uk



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