



## **Admissions Policy**

<b>Policy sign-off</b>	
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<b>Author:</b>	C L Waller / Units Managers

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 the In Patient Unit Manager (or nominated deputy) on 0151 932 2060 or 0151 932 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 can be sent via email to [beds@jospice.org.uk](mailto:beds@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 admission. It is the responsibility of the referring team to arrange transport into St Joseph's Hospice.



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 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.*

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's Clinical Staff.

If a bed is not immediately available, the assessment details if other than a Sefton referral via the Sproc system, will be held on file by the hospice. When a bed becomes available, updated patient assessments may be required in some cases. A review of the Pre Admission Check List is required in all cases if the original referral is older than seven days.

Where a waiting list exists, admissions will be made on a priority basis. Patients residing in the community will be given priority over those receiving care in a clinical or other healthcare environment.

Where more than one such patient is awaiting admission, an assessment of clinical needs will be made to determine priority. In cases where further prioritisation is required, patients will be admitted in order of waiting time since the date of referral.

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 6 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's 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: [beds@jospice.org.uk](mailto:beds@jospice.org.uk)

<b>Revision History</b>		
<b>Date</b>	<b>Revision description</b>	<b>Author</b>
19.02.18	Full revision	C L Waller