

<b>WESTERN HEALTH POLICY AND PROCEDURE</b>			
<b>SECTION: ORGANIZATIONAL – CLIENT/COMMUNITY RELATIONS</b>	<b>ISSUED BY: CHIEF EXECUTIVE OFFICER</b>	<b>PAGE: 1 OF 2</b>	<b>NUMBER: 4 - 300</b>
<b>DISTRIBUTION: ALL STAFF</b>	<b>EFFECTIVE: FEBRUARY 2006</b>	<b>REVISED:</b>	<b>REVIEWED:</b>
	<b>TITLE: FIRST AVAILABLE BED POLICY – LONG TERM CARE</b>		

**POLICY:**

All applicants in acute care who are medically discharged and are approved for placement in Long Term Care by the Regional Single Entry Assessment and Placement Committee shall be required to accept the first available bed that meets their assessed care needs.

Once placed in long term care, these individuals will be repatriated back to a Long Term Care facility in the community of their choice as per the Repatriation Policy (Policy # 15-d-660).

**PROCEDURE:**

Long Term Care beds in the Western Region are accessed through the Western Regional Single Entry Placement Process (Policy # 15-d-600 to 15-d-675).

All applicants for long term care and/or client representatives will be advised of the First Available Bed Policy. In acute care, the social worker, or the patient care coordinator, as designated by the authority, is responsible for discussing this policy with clients. Applicants and/or client representatives shall sign an acknowledgement that the First Available Bed Policy has been explained. (See **Appendix A {#13 – 400}**)

Once a medically discharged approved applicant has been offered an appropriate unassigned Long Term Care bed in the Region they will be provided with 24 hours to make a decision regarding acceptance of this bed. Once the 24 hours has passed, a team meeting will be held with primary care providers and the applicant and/or client representatives to plan for transfer to LTC or discharge.

Individuals who refuse to accept this unassigned appropriate bed in Long Term Care will be discharged home.

Individuals and/or client representatives will be given an additional 48 hours to make their arrangements for transfer to LTC or discharge. As necessary, acute care discharge-planning staff can negotiate for additional time to arrange community support.

## Appendix A

### Acknowledgement of First Available Bed Policy

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Continuing Care  
Number: \_\_\_\_\_

### First Available Bed Policy

Medically discharged individuals requiring level II and III care and whom have their application approved for Long Term Care by the Regional Single Entry Assessment and Placement Committee under the Western Health Board will be required to accept the first available bed in the Region that meets their assessed care needs. Applicants will be placed on a waitlist for high priority repatriation to a long-term care facility in the community of their choice.

Individuals refusing to accept the first available appropriate bed will be discharged.

The regional policy concerning first available bed has been explained to me.

\_\_\_\_\_  
Name of the Person Signing

\_\_\_\_\_  
Relationship to Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Western Health Staff Signature

\_\_\_\_\_  
Date