



Vaudreuil-Soulanges Palliative Care Residence Admission Request Procedure

The Vaudreuil-Soulanges Palliative Care Residence (VSPCR) is accessible to all persons in need of palliative care, regardless of age, who reside within the region covered by the *Centre intégré de santé et de services sociaux de la Montérégie Ouest (CISSMO)* and immediate surroundings or who have a family member / primary caregiver residing in the area.

Since the VSPCR is not a long-term care facility, our admissions committee must evaluate the admission requests in order to admit only those best suited for the care we provide.

Admission Criteria

- persons suffering from an incurable disease which is progressing and is now in the terminal phase, with an estimated life expectancy of less than 3 months
- persons who have been informed that all available treatments aimed to cure or to modify the course of the illness are no longer under consideration
- persons who accept and freely choose to be admitted to the Palliative Care Residence and who have knowingly and voluntarily signed the consent form (the consent form can be signed by a legal guardian or designated representative in the event the patient is unable to consent or sign, due to illness)

Exclusion Criteria

- persons living in long-term care facilities are generally not accepted for admission to the VSPCR

Prioritisation Criteria

- presence of symptoms that are not well controlled
- a family network that is not very available
- results of functional assessment tools used in palliative care
- prognosis

Procedure

The following documents are to be faxed (450-202-2205) or sent by e-mail (admissions@mspvs.org) to the VSPCR (to the attention of the admissions committee):

- the admission request form filled out by a health care professional and signed by the attending physician or the family physician
- the signed pre-admission consent form (mandatory)
- a summary report specifying the patient's present state of health and functional assessment
- the following documents, required to analyse the admission request, if available :
 - ❑ pharmacological profile prepared by the hospital or community pharmacist
 - ❑ multi-clientele assessment tool (OEMC)
 - ❑ psycho-social evaluation
 - ❑ data collection, nursing care plan and/or the therapeutic nursing plan
 - ❑ summary sheets of most recent hospitalizations
 - ❑ pertinent consultation notes or reports
 - ❑ histopathology reports
 - ❑ recent medical imagery reports
 - ❑ recent laboratory reports
 - ❑ level of care and cardio-pulmonary resuscitation
 - ❑ advance medical directive

The VSPCR Admissions Committee will evaluate the admission request based upon the admission and prioritisation criteria. A pre-admission visit could be done in certain circumstances by a health professional, in order to better assess the bio-psycho-social status of the patient.

A member of the admissions committee will advise the Case Manager when a room becomes available for a patient.

Prior to the admission at the VSPCR, the Case Manager must:

- ensure that the patient and family fully understand the totality of the items mentioned in the pre-admission consent form and give them a copy of the consent form
- inform the VSPCR as to the latest status of the patient's health as well as what equipment needs to be transferred with the patient or what equipment is expected to be provided by the Residence (therapeutic mattress, O2 concentrator, morphine pump, etc...)
- advise the patient to bring with him the medication presently used, the Health Insurance Card and other personal effects requested upon arrival (which can be found in the appendix of the pre-admission consent form)
- inform the patient's family/attending physician of the transfer to the Vaudreuil-Soulanges Palliative Care Residence
- inform the Palliative Care Residence in the event the patient dies prior to the transfer

The patient, family and loved ones can visit the VSPCR before the admission. It is necessary to communicate with the Director of Care in order to take an appointment for the visit.