

Planned Respite Care

Introduction

Please find below the referral criteria and procedure for planned respite care, utilising a bed within a care home managed by Cumberland Care Services. This is a pilot project with the two parties working together.

Hospice at Home Carlisle and North Lakeland (Hospice at Home) will provide short-term respite care to those with progressive, life –limiting illnesses who wish to give their families and carers (unpaid carers) a rest from caring and an opportunity to leave the caring environment.

Hospice at Home will provide planned respite for up to a week (longer by agreement). Respite may be provided over from a 24 period up to the week/2 week's dependant on the reason for admission to the respite bed. Respite will not be limited to a specific number of occasions within a year but agreed on the situation and the availability.

Park Lodge staff provide the care and support for the bed, in addition Hospice at Home will offer support as needed.

Respite provision will be free of charge to the individual. All costs will be covered by Hospice at Home either by its own fundraising activities or grant funding.

Referral Criteria

Referrals for the respite bed can be made by:

- the individual
- family or friends
- health care professionals

Respite stays are booked through a Hospice at Home staff member and the care home manager. A referral form will have to be completed by the Hospice at Home staff member that ensures it fulfils both parties' requirements.

Respite Criteria:

The following conditions should apply to fulfil the respite criteria:

- The individual must have a diagnosis of a progressive life- limiting illness, be within the last year of life, aged 50 or over with palliative care needs
- Both the individual and the family/ carers must agree the need for respite
- The individual must be a temporally registered with a GP that covers the care home which is organised by the care home manager.
- They must be being cared for by family or friends at home (this can also include those with a funded care package).

- Those living on their own will be considered, dependant on their situation
- The individual referred must be in a stable condition prior to admission to the respite bed so that their planned discharge date is upheld
- Travel arrangements will need to be considered to and from their home and respite bed, voluntary transport will be available.

The individual must be willing to undertake a COVID 19 test (in line with current government guidance).

Individuals not eligible for respite provision would include the following:

- Individuals with complex symptom management issues requiring daily support from specialist palliative care professionals and or medically unstable
- Individuals who have tested positive for COVID within the previous 10 days and those with continued symptoms
- Individuals requiring specialist dementia care

Referral Procedure:

- All referrals will be received into the main clinical office number of **01228 608942**
- Referrals may be made by clinical staff, patients and or their family and carers
- An assessment will be undertaken by a Registered Nurse from within the Hospice at Home team
- Hospice at Home would need to undertake an assessment (home assessment) of those not known to the Hospice at Home services to ensure the referral fits the criteria of Hospice at Home and Park Lodge. This assessment will be carried out by a Registered Nurse and will discuss with other health care professionals as appropriate
- The GP will be informed of the individual has been admitted to the respite bed
- The covering GP practice will be informed of the respite admission
- A designated referral form will be completed and forwarded to the care home manager by the nominated Hospice at Home member of staff
- Hospice at Home will book the respite bed with the manager of the care home with as much notice as reasonably possible
- The individual and or their family/carers will receive confirmation of the admission and discharge date following acceptance of the referral and if respite is planned in advance.
- Hospice at Home will contact the individual, their family and carers, health care professionals to ascertain if there has been a change in circumstance that would affect respite provision
- If a respite admission is cancelled/unfilled, a respite stay maybe offered to the next individual should there be a waiting list

Admission Process

- Transport will need to be arranged via family members, transport facilities or utilising the befriending service
- Respite admissions will not be restricted to a certain day of the week but worked flexibly with the co-operation of the manager of the respite bed

- The time of the day for admission will be agreed with the home (probably between 1-3pm) for admission and 11am for discharge
- Recording of the individuals care: this will be agreed between care staff and Hospice at Home using the current care home assessment form and documentation. This information will be then uploaded onto the individuals electronic patient record EMIS for allied health care professionals to access following the respite stay.
- All current medication and any wound dressings must accompany the individual on admission. Whatever medication is taken in should come in individual boxes, with original pharmacy label.
- The individual and their families will receive an information leaflet prior to admission into the respite bed.

If the individual becomes medically unstable during their respite stay

A discussion will occur between the patient, the care manager or senior clinician, and Hospice at Home, and a decision will be made as to the best action. The individual would be supported by the community nursing team and GP or CHOc as appropriate in line with the procedures for any other resident.

Contact information:

If you have any further question please ring: **01228 608942**

Or email: **respite@hhcnl.cumbria.nhs.uk**