 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p> <p>DISCHARGE PLANNING PROTOCOL</p>	<p align="center">DISCHARGE – NEEDING SHORT TERM SERVICES (STS) PROCEDURES</p>	<p align="center">Policy 6.5.1 Protocol 7</p>
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STANDARD

To ensure that all Bay of Plenty District Health Board (BOPDHB) patients discharged from hospital needing short term services (STS) are referred to post discharge services in a timely manner.

STS is a service provided by BOPDHB for post discharge patients temporarily who are experiencing difficulty caring for themselves due to illness or surgery or an increase in carer load. This is for a period of up to six (6) weeks

OBJECTIVE

To outline the processes to be followed by registered nurses (RN) and social workers for admitting patients to post discharge services.

EXCLUSIONS

- ACC patients are not eligible for assistance from STS
- Hospice patients are not eligible for assistance from STS. These need to be referred to Hospice

STANDARDS TO BE MET


STAGE	DESCRIPTION	RATIONALE
1	<ul style="list-style-type: none"> • Patient will be assessed by the ward RN or Social worker against the criteria outlined below as being eligible for assistance from the STS. 	<ul style="list-style-type: none"> • To ensure referrals are appropriate therefore reducing any delay in these being processed.
2	<ul style="list-style-type: none"> • Referral will be completed at least 48 hours prior to discharge and sent electronically or faxed to District Nursing for review by the STS Co-ordinator. • Please note STS referrals will be reviewed 8am-3pm Mon- Fri, not on weekends 	<ul style="list-style-type: none"> • To ensure referral arrives in a timely manner ensuring enough time is allowed for assessment of needs to be completed.
3	<ul style="list-style-type: none"> • The STS Co-ordinator will ensure the referral is allocated appropriately in a timely manner to a contracted provider. 	<ul style="list-style-type: none"> • To ensure an assessment is completed in a timely manner ensuring a seamless discharge process.

1. Criteria for Eligibility of Access to STS

1.1 Home help assistance

- a) Patient lives alone or no other able bodied person available to assist. **NOTE** working partners and children (depending on age and ability) will be expected to assist. **Pre-existing packages of home help are seldom increased.**
- b) Patient must be unable to complete simple household tasks- please refer to [Appendix one](#) for description of these

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Protocol Steward: Nurse Leader, District Nursing	Authorised by: Director of Nursing	

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1.2 Personal Cares Assistance

- a) Patient is unsafe or unable to shower and dress independently
- b) Patient is a high falls risk
- c) Patient has low motivation in regards to personal hygiene
- d) Patient is incontinent and this affects their personal hygiene

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 6.5.1 Discharge Planning - Inpatient
- Bay of Plenty District Health Board policy 6.5.1 P0 Discharge Planning – Inpatient Standards
- Bay of Plenty District Health Board policy 2.5.2 Health Records Management
- Bay of Plenty District Health Board Request for District Nursing Services form (7486) – *viewable only. Order through Design & Print Centre*

Appendix 1

1. Home Help

STS will provide the following simple household tasks once per week

- 1.1 Vacuuming living area, hall, kitchen, bathroom and the patients bedroom
- 1.2 Wash floors in the kitchen, bathroom and toilet
- 1.3 Change bed linen
- 1.4 Hangout washing
- 1.5 Clean shower, bath, basin and lavatory

The expectation is that the tasks listed above will take an hour to complete and will be provided once per week

2. Personal Cares

STS will provide the following

- 2.1 Daily wash and dress
- 2.2 Shower assistance 2- 3 times per week - Incontinent patients may be entitled to daily showers
- 2.3 Make bed- change linen weekly
- 2.4 Clean shower, basin, lavatory and linen change

The expectation is that the tasks listed above will take an hour to complete

3. Evening cares

May be available if a patient requires support getting ready for bed:

- 3.1 Wash and prepare for bed
- 3.2 Help into bed where necessary
- 3.3 Draw curtains and lock doors and windows

4. The services below are not provided

- 4.1 Shopping
- 4.2 Meal preparations except in exceptional circumstances
- 4.3 Supervision of medications unless in a blister pack (**NOTE** this can also not be the sole purpose of the visit)

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