

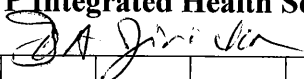


**PRAIRIE NORTH REGIONAL
HEALTH AUTHORITY**

POLICIES & PROCEDURES

Number: 15004((P))
Category: Continuing Care - LTC
Title: Notification Medical Practitioners Procedure

Approved by: VP Integrated Health Services



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|---------------------|-------------|--|--|--|--|
| Review Date: | June 2011 | | | | |
| Initial: | <i>J.A.</i> | | | | |

Source: Long Term Care Facilities Committee
Date Effective: March 1, 2010

PROCEDURE

1. Through appropriate clinical assessments, staff shall recognize potential serious conditions and alert the resident's physician immediately by phone.
2. If the resident's physician or designate is unavailable or there is no response after three repeated calls within a one-hour time frame, the staff person will contact the closest hospital ER with 24-hour medical coverage to discuss the clinical assessment and seek advice.
3. The date, time and specifics of calls will be noted in the patient record along with the clinical assessment.
4. Transfer the resident to an acute care hospital if indicated after the advice call.
5. The Registered Nurse/Registered Psychiatric Nurse/Licensed Practical Nurse will contact the Facility Manager/Assistant Facility Manager.
6. The Director of Continuing Care Services or Director of Rural Health Facilities will contact the VP Integrated Health Services who will advise the VP Medical Services and the local Chief of Medical Staff of the situation for follow up with the resident's physician.
7. A Client Occurrence/Safety Report (COSR) will be completed.
8. Staff shall observe the Advanced Care Directive or Level of Care Plans at all times for residents. In the absence of these documents, the Registered Nurse/Registered Psychiatric Nurse/Licensed Practical Nurse shall use the clinical assessment to ensure the care needs of the resident are met.
9. The Registered Nurse/Registered Psychiatric Nurse/Licensed Practical Nurse shall contact a family member or next of kin as soon as reasonably possible to inform them of the health status of the resident.
10. In any case where the resident is transferred to an acute hospital, the resident's physician or designate will be notified or a message left. This will also be documented in the patient record.