



Team Name: Regional Home Care Team Team Lead: Regional Director - Home Care Approved by: Executive Director - East	Reference Number: CLI.5411.PL.004 Program Area: Home Care Policy Section: Service Delivery
Issue Date: January 23 2017 Review Date: Revision Date:	Subject: Emergency Panel

POLICY SUBJECT:

Emergency Panel

PURPOSE:

To provide direction to staff about the emergency panel procedure.

BOARD POLICY REFERENCE:

Executive Limitation (EL-1) Restraint & Risk Management
Executive Limitation (EL-2) Treatment of Clients

POLICY:

Southern Health-Santé Sud recognizes that there are times when a client requires emergency panel for a personal care home bed. If an applicant meets the criteria outlined in this Policy, an emergency Panel will be held at the earliest possible date.

Criteria for Emergency Panel:

1. There must be an appropriate bed available in the client's first or second personal care home choice at the time of the request. If there is no bed available, emergency panel will not proceed.
2. The client is scored as medium or high risk on the risk assessment tool (CLI.5411.PL.003.FORM.01).
3. There is no appropriate client on the first or second choice personal care home wait list.
4. The client is in an acute care or transitional care facility or resides in the community and is in crisis.
5. The next scheduled date for the Regional Long Term Care Panel meeting is more than five business days away.

PROCEDURE:

1. The Home Care Case Coordinator (CC) and/or Discharge Coordinator, in conjunction with other health care team members will determine if the client meets the eligibility criteria. The first and second criteria must be met.
2. All information required for paneling must be complete prior to the emergency panel taking place.
3. If the eligibility criteria are met, the CC or Discharge Coordinator will contact the Chair of the Regional Long Term Care Panel to discuss the rationale for the emergency panel and arrange a date for the emergency panel to occur. The Chair or designate will be responsible for approving or declining the request for emergency panel.
4. The Chair of the Regional Long Term Care Panel will convene the emergency panel, which will consist of the Chair and at minimum one other panel member.
5. The emergency panel will follow the procedure outlined in Regional Long Term Care Panel Terms of Reference to review the emergency panel application.

SUPPORTING DOCUMENTS:

[CLI.5411.PL.003.FORM.01](#) Risk Assessment Tool for Home Care Clients