

**GUIDELINES FOR ADMISSION TO DAEDALUS WARD**  
**Gosport War Memorial Hospital**

*Aim: To provide inpatient interdisciplinary rehabilitation for older persons registered with a General Practitioner in Fareham & Gosport PCT with a view to optimising function and maintaining independence.*

1. Suitable Patients – Over the age of 65 who are medically stable and suffering from a stroke or other condition that requires inpatient rehabilitation. This includes both slow and fast stream stroke rehabilitation and orthopaedic problems.
2. Patients will usually be transferred from Queen Alexandra (QAH), St. Mary's or Haslar Hospitals from Elderly Medicine, General Medicine, Surgery and Orthopaedics.
3. All transfers will be actioned by the Elderly Medicine Admissions Office QAH. Any emergency transfers (out of hours) need to be notified to the office on the next normal working day. The ward clerk on Daedalus Ward will phone the Elderly Medicine Admissions Office at QAH (T:02392 286920) every morning with an update on available beds.
4. There will not usually be direct admissions from the Community unless the patient concerned has been seen and assessed by a Consultant Geriatrician working in Fareham & Gosport. Agreement for admission must be obtained from the Consultant of Daedalus Ward.
5. Catchment Area – those registered with GPs in Fareham & Gosport PCT. Admission of residents outside the defined catchment area will depend on bed availability and needs to be agreed by the Consultant in charge of Daedalus Ward.
6. If patients are not from an Elderly Medicine ward they will need to be assessed by a Consultant, Specialist Registrar or Staff Grade in Elderly Medicine, before they are transferred. Patients will not be transferred direct from Accident & Emergency or the Medical Assessment Unit unless the patient has been seen by a Consultant Geriatrician and the transfer has been sanctioned by a Consultant Geriatrician working in Fareham & Gosport.
7. Documentation prior to transfer – The doctor who visits the patient will dictate a letter summarising the patient's medical condition, present clinical state and long-term prognosis. When this has been typed, it should be faxed to Daedalus Ward and the original posted. The ward is phoned by the Elderly Medicine Admissions Office QAH with the details and date of transfer.
8. **The Inpatient Ward Transfer Summary** must be faxed by the referring ward the day prior to transfer. (See attached Guidelines, Notes and sample form).
9. Patients will be allocated a bed in order of referral to the Elderly Medicine Admissions Office, QAH.
10. All admissions to the ward must be arranged to arrive in the morning from Monday to Friday. If an admission has not arrived on the ward by 4.30 pm the Intermediate Care Physician at GWMH or the Nurse in Charge of the ward should phone the transferring ward and defer the transfer for the next normal working day.

11. On transfer all patients will need to bring with them their hospital records (including a current Prescription Chart), XRays, and a 3-day supply of their current medication. Patients on nasogastric or PEG feeds should have at least a day's supply of feed. The referring ward needs to ensure that information on special diets, handling requirements, pressure sores, oxygen therapy is handed over prior to transfer. For admissions direct from the community, hospital records must be obtained on the day of admission.

12. All admissions will be seen by the Nursing & Medical Staff on the same day of admission. Referral to the relevant therapists should be made at the earliest opportunity. If a planned admission arrives on the ward after 5 pm the Nurse in Charge must ensure that the patient is medically stable. If so, on the next normal working day it needs to be brought to the attention of the Intermediate Care Physician(s) that the patient requires to be clerked in. If the patient is not medically stable see Point 14.

13. Occasionally, due to a severe shortage of beds in the acute sector, it is necessary for patients to be admitted urgently during a weekend or out of hours, it is the responsibility of the Duty Consultant Geriatrician to ensure that the patient has been examined on the day of transfer, is stable, and that the Nursing Staff on Daedalus Ward have clear instructions for management over the weekend. The same Consultant will carry the Consultant responsibility for the patient's clinical care, till the next normal working day.

14. Out of hours medical cover – This will be in place outside the hours of 9 am to 5 pm from Monday to Friday and includes Bank Holidays. In the event of any concern with a new admission or existing patients on the ward the Nurse in Charge contacts the on-call doctor (at present PrimeCare with nominated Primary Care Physicians). If the on-call doctor and/or Nurse in Charge remain concerned about the patient's condition and future management the Duty Consultant Geriatrician should be contacted via QAH switchboard.

15. Once agreed, any change to the above policy must be discussed with both East Hants and Fareham & Gosport Primary Care Trusts, Consultant and Nurse in Charge of Daedalus Ward.

Dr. A. Lord FRCP  
Consultant Geriatrician  
11<sup>th</sup> May 2003