

Tour/Referral/Transfer to Canuck Place

Introducing Canuck Place		
<i>Date</i>	<i>Action</i>	<i>Information</i>
	You determine that a child under your care may be appropriate for the Canuck Place program.	Children accepted to Canuck Place have progressive life-threatening conditions evidenced by either diagnosis or suspected rapid trajectories. A specific diagnosis is not necessary & children with repeated hospitalizations, loss of milestones, increasing health challenges and/or increasing severity of symptoms may be accepted. *You may want to call Canuck Place before talking with the family to make sure that the child meets their admission criteria. The intake team meets once a week (Tuesdays) & may need to collect more medical information & make a decision as a group.
	Talk to the patient/family about Canuck Place You can show them the virtual tour on the CP website: www.canuckplace.org	Offer it as an option for them for respite, transition, pain & symptom management, or end-of-life care.
	Ask for permission to contact Canuck Place to make a referral. Anyone can make a referral (family, physician, nurse, social worker, etc.) The family must be aware & interested in the referral.	"Acceptance" refers to admission to the program, which may include an inpatient stay or use of programs and facilities while the child is at home.

Making the Referral		
	Call the intake co-ordinator at Canuck Place: 604-742-3476	If the referral is urgent, ask for the MD on call, clinical nurse specialist or charge nurse.
	Be prepared to answer the following questions: <ul style="list-style-type: none"> ➤ What is the child's name, age, diagnosis, prognosis? ➤ Who is caring for the child (parents, guardian)? ➤ What is the medical history (briefly)? ➤ What is the care involved? ➤ What medications, equipment and supplies are needed? ➤ What is the priority bed category or how urgent is the admission? (refer to CP guidelines: priority for bed utilization) ➤ When can the patient/family come to CP for a tour and to meet the caregivers there? 	<ul style="list-style-type: none"> • The intake co-ordinator will discuss the admission with you and tell you what is available for an inpatient stay and for their groups, services, and programs. • If this is a non-urgent request, the referral will be reviewed at their intake meeting and the intake co-ordinator will call you back to further discuss prognosis, goals of care and specific care needs, equipment and supplies needed, DNR status, etc.. She will contact the family directly and try to arrange a tour/1st stay. • If this an urgent referral, the intake nurse will discuss: <ul style="list-style-type: none"> ➤ Prognosis ➤ goals of care and special care needs ➤ equipment and supplies ➤ DNR status ➤ particular issues around transfer of the patient (ie: how/when the child will be arriving) ➤ the possibility of the family going to CP for a tour and to meet the caregivers there.

Tour/Referral/Transfer to Canuck Place

Making the Transfer When the Child is an Inpatient		
DAY(S) BEFORE TRANSFER:		
<i>Date</i>	<i>Action</i>	<i>Information</i>
Discuss possible transfer with intake coordinator or, if she is not available, the clinical nurse specialist. Phone 604-742-3478		
	Determine what day/time the transfer will take place.	Check with the intake co-ordinator re bed availability, date, and time of transfer. Check with family to confirm this is when they want to go.
Medications:		
	Discontinue all medications the child will not need.	
	Write medications as outpatient prescriptions –enough for about 1 week.	
	Fill prescriptions in the outpatient pharmacy.	If it is after hours, ask the inpatient pharmacy to send enough medications to see the patient through until the outpatient pharmacy is open.
Equipment and Supplies:		
	Make a list of all equipment and supplies the child will need. Has the child been referred to the at home program? Has the child been referred to the BC palliative care benefits? Has a list of supplies needed at home been started?	The intake co-ordinator will have to ensure that these are available.
Transportation:		
	Determine how the child/family will travel	If transportation is via ambulance, one must be booked as far in advance as possible.
Documentation:		
	Write a transfer/discharge summary to include: <ul style="list-style-type: none"> ➤ Brief summary of child's medical history ➤ Detailed account of current medical problems ➤ Pertinent physical findings ➤ Results of recent investigations that may be relevant 	
	Prepare transfer package: <ul style="list-style-type: none"> ➤ transfer/discharge summary ➤ list of medications ➤ list of equipment and supplies ➤ copy of kardex and current care plans ➤ copy palliative care checklist ➤ copy of pertinent psychosocial assessments/interventions 	Unit clerk to photocopy and make up transfer package. Family can take it with them when they go.
	Fax MAR and kardex to Canuck Place: 604-742-3490	
DAY OF TRANSFER		

Tour/Referral/Transfer to Canuck Place

	Call to give report to receiving nurse at Canuck Place: 604-742-3475 (ask for the nurse taking the patient).	Update information
	Send any additional documentation to Canuck Place via family	
If the Child Is An Outpatient:		
	Discuss referral with the home care nurse and community-based physician	
	Send information as described above	
	You will be notified of admission status	Intake co-ordinator will contact the family directly and will let you know status.