

## **Referral guidelines (NDHB staff)**

Referrals can be made to Primary Options from ED for patients requiring short term IV therapy (e.g.IV antibiotics or fluids), or for up to 3-days rest home care if they fit the eligibility criteria. Please see POPN manual.

Referrals may be made from nursing/clinical staff on the wards for up to three days rest home care if they fit the eligibility criteria.

Referrals to POPN from ED for admission into a residential care facility must be made by Josie Storrie (Clinical care Coordinator).

Referrals to POPN from ED for patients requiring IV therapy must be made by the District Nurse liaison.

### **Guidelines:**

- Patient must be a Northland resident and enrolled (or eligible to enrol) with a Northland GP
- Must be a **non**-ACC patient
- **A care plan must be in place** for the patient following 3-days care in the rest home (POPN will **not** fund stays beyond this timeframe).
- The patient must be determined to require **short-term** care (3 days in a rest home, 3-5 days IV ABs) and be well enough to be cared for safely in the community. Please see above criteria (pg 1)

### **How to make an Early Discharge referral**

- 1. Complete the POPN Hospital Referral form**
  - **ensure all fields are complete**
  - **ensure the patient consent section is signed**
- 2. Fax the referral with relevant clinical notes to POPN at 09 438 3210.**
- 3. Call the POPN coordinator to discuss the referral.**

Following this conversation the coordinator will contact the patient's GP to request that they accept clinical responsibility. If the GP declines, the patient will remain in hospital. The POPN coordinator is available Mon – Fri 8.30-5pm. After hours patients will need to find alternative care or be admitted.
- 4. The POPN coordinator will call back** once clinical responsibility has been accepted (or to advise it has been declined). This can take a while – GPs are not always available immediately.

**If the referral is accepted:**

- **Advise the coordinator if the patient needs transport arranged to transfer to the rest home** (POPN can organise this with Kiwicabs)
- **The discharge summary is to be faxed** to Primary Options at 09 438 3210
- **A hospital staff member is required to call the rest home** to provide a verbal handover to a member of their staff
- **FYI:** The rest home will fax a medication chart to the patient's GP to be completed. Once the chart is sent back to the rest home they will organise the appropriate medication. IV AB treatment can be provided in the rest home if required.

**Note:** The providers currently used by POPN for the Early Discharge Pathway are Puriri Court and Selwyn Park residential care facilities Homes.

**How to make a referral for IV AB treatment**

POPN has several providers of IV AB treatment for patients including Kensington Hospital (primary providers), Ki A Ora Ngatiwai, and White Cross.

- 1. Complete the POPN Hospital Referral form**
  - **ensure all fields are complete**
  - **ensure the patient consent section is signed**
- 2. Fax the referral with relevant clinical notes to POPN at 09 438 3210.**
- 3. Call the POPN coordinator to discuss the referral.**

Following this conversation the coordinator will contact the patient's GP to request that they accept clinical responsibility. If the GP declines, the patient will remain in hospital.
- 4. The POPN coordinator will call back** once clinical responsibility has been accepted (or to advise it has been declined).

**If the referral is accepted:**

- **Advise the coordinator if the patient needs transport arranged to travel to the provider for treatment** (POPN can organise this with Kiwicabs)

**N.B The GP completes the medication chart for the IV antibiotics for Kensington and Kia Ora NgatiWai, White X will complete their own.**

**Primary Options contact details:**

Primary Options Coordinator ph: 0800 PRIMARYOPS OR 0800 774 627/

fax: 09 438 3210 / email: [primaryops@manaiapho.co.nz](mailto:primaryops@manaiapho.co.nz)

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