

DEPARTMENT: Nursing Services

POLICY: INS 1810

SUBJECT: Provision of Social Services in Swing Bed Setting

PURPOSE: To provide a guideline for the provision of social services for swing bed patients at Frances Mahon Deaconess Hospital (FMDH).

RESPONSIBILITY:

- Social Service Designee (SSD)

POLICY:

1. All swing bed patients of FMDH will be reviewed for medically-related social services needs and provision of these services will be pursued. Medically-related social services means those services that staff provides to assist patients in maintaining or improving their ability to manage their everyday physical, mental, and psychosocial needs.
2. Social Services will be provided by the Social Service Designee (SSD).
3. It is the responsibility of the SSD to make an assessment of the patient's needs, formulate a specific plan, complete the necessary documentation, and coordinate services with other departments, as appropriate.
4. Confidentiality and documentation of patient information is maintained according to FMDH policy.
5. The Patient Centered Multidisciplinary Care Rounds are held daily, Monday through Friday. Progress towards meeting goals will be addressed and changes in plan of care will be made accordingly.
6. Services and/or interventions include, but are not limited to:
 - a. Making arrangements for obtaining needed adaptive equipment, clothing, or personal items;
 - b. Maintaining contact with family (with patient's permission) to report on changes in health, current goals, discharge planning, and encouragement to participate in care planning;
 - c. Making referrals and obtaining services from outside the facility;
 - d. Assisting patients with financial and legal matters (applying for Medicaid, referrals to lawyers, referral to funeral homes for pre-planning arrangements);
 - e. Discharge planning services (helping to place a patient on a waiting list at nursing home or retirement home, arranging for home care services for patients returning home, assisting with transfer arrangements to other facilities);
 - f. Arranging needed counseling services (Mental Health) and meeting the needs of patients who are grieving;
 - g. Seeking ways to support patient's individual needs, preferences, usual routines, concerns and choices;
 - h. Assisting patients to determine how they would like to make decisions about their health care, and whether or not they would like anyone else to be involved in those decisions;

- i. Assisting staff to inform patients and those they designate about the patient's health status and health care choices;
 - j. Finding options that most meet the physical and emotional needs of each patient;
 - k. Assisting patients with finding available community resources to deal with dental, podiatric, vision, or hearing concerns and obtaining equipment for mobility or assistive eating devices.
7. Where needed services are not covered by Medicaid, FMDH is still required to attempt to obtain these services.

REVIEW PROCESS:

- This policy will be reviewed every two years by the Social Service Designee, Director of Nursing Services, and CEO.