

Purpose:

In the event of a declared incident patients may need to be discharged from Churchill Private Hospital for matters of safety, or to allow Churchill to be ready to take patients in line with a DHB led declared incident response.

Rapid patient discharge is undertaken as part of Churchill's Business Continuity Plan under Section C (Response).

This procedure sets out considerations and actions to be taken to discharge patients and admit patients during a declared incident.

Note: For details of the Emergency Management agreement with NMDHB refer to the Agreement for Services between NMDHB and Churchill Private Hospital, schedule 10.

Scope:

All staff

Definitions:

Declared Incident: Any incident response that the DHB has declared it is responding to, either Health or other agency lead.

Major Incident: Any situation which may cause prolonged disruption, impact on services or overwhelm business as usual delivery.

Procedure:

Patient Safety

In the event of a major incident, firstly take all necessary action to maintain safety and protect patients, staff and visitors.

Rapid Patient Discharge

Each patient's status will be considered individually by the patient's Surgeon and/or Anaesthetist. Final decision for early discharge will be the responsibility of the patient's Surgeon and/or Anaesthetist.

Examples of special arrangements which may be included in discharge plans include:

- discharge into the care of GP
 - discharge home with district nursing or allied health support
 - transfer to other hospitals
1. Liaise with Surgeon and/or Anaesthetist re possible discharge of patients.
 2. Notify families.

3. On advice from General Manager or Clinical Team Leader following consultation with NMH, cancel all elective patients booked for surgery on day of incident.
4. Clear as many beds as possible without putting existing patients at risk. Consider utilising the day stay lounge for patients to rest in lazy boy chairs prior to discharge.
5. Complete Incident status report (located in the emergency folder)
6. Churchill Private Hospital will be available to take patients from the Wairau Hospital or other institutions as negotiated with NMH Emergency Operations Centre.
7. Acute admissions directly to Churchill Private Hospital must be negotiated between NMH and Churchill General Manager or Clinical Team Leader.
8. Review forward booked patients and postpone as required.

References:

ACHS EQUIP 6. Standard 1.1 Criterion 1.1.1., 1.1.2, 1.1.5, Standard 1.2 Criterion 1.2.1, 1.2.2, Standard 1.3 Criterion 1.3.1, Standard 2.1 Criterion 2.1.2, Standard 3.1 Criterion 3.1.1, Standard 3.2 Criterion 3.2.1., 3.2.4

[Business Continuity Plan](#)

Emergency Management Agreement with NMH (Agreement for Services Schedule 10).

NMH Wairau Emergency Response plan 2020 (most current).