Western Health COVID-19 Admission Team Workflow*

For non-RACF referral of COVID-19 patient, referring site contacts admitting officer - COVID Admissions Registrar on 0481 464 603

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COVID Admissions Registrar (CVAR) receives phonecall & accepts patient then determines whether management in ED/ICU is more appropriate than direct ward admission

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CVAR calls Ambulance COVID Co-ordination Centre on **1300 565 115** to arrange transport & AEOC dispatches non-emergency crew. CVAR calls AHA if escalation of patient transfer required

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CVAR confirms transport of patient with AEOC & begins mobilising COVID Admissions team (CVAT) at specified location.

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CVAR calls Sunshine AHA on **0466 935 621** to notify of admission to appropriate COVID-19 ward & for AHA to mobilise appropriate nursing resource depending on patient acuity/status

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AHA-allocated nurse ensures patient has been appropriately prepared for ward admission & is clinically stable

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CVAR assesses patient, manages in accordance with latest COVID-19 Clinical Guidelines found [here] ***

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CVAR, AHA-allocated nurse & PSCAT meet at specified location.

←

CVAR calls dedicated PSA/Security COVID Admission team (PSCAT) on **8345 1460** who **1.** mobilise & **2.** meet at specified location (indicative time provided)

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AHA decides whether the ICU Liaison Nurse (if patient requires critical care input), PPE Spotter from receiving ward or AHA themselves are mobilised & meet at specified location

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PSA (as part of PSCAT) prepares patient to be physically transferred & confirms route with CVAR

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Patient escort (as part of PSCAT) ensures route is safe & escorts team to receiving ward

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Patient is safely transferred to receiving ward unless patient becomes unstable, in which case they will be transferred to ED

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Receiving nurse confirms handover & appropriate admission is commenced

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CVAR confirms acceptance of patient by receiving ward & stands CVAT down

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CVAR communicates with GIM consultant on-call to ensure safe load-levelling of non-COVID patients (e.g. use of Team E) or escalates to CSD EMA +/- CMO

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At appropriate point in admission, CVAR contacts Western Public Health Unit Medical Lead on 0435 024 754 to discuss discharge planning, clearance & de-isolation procedures for COVID-19 patients
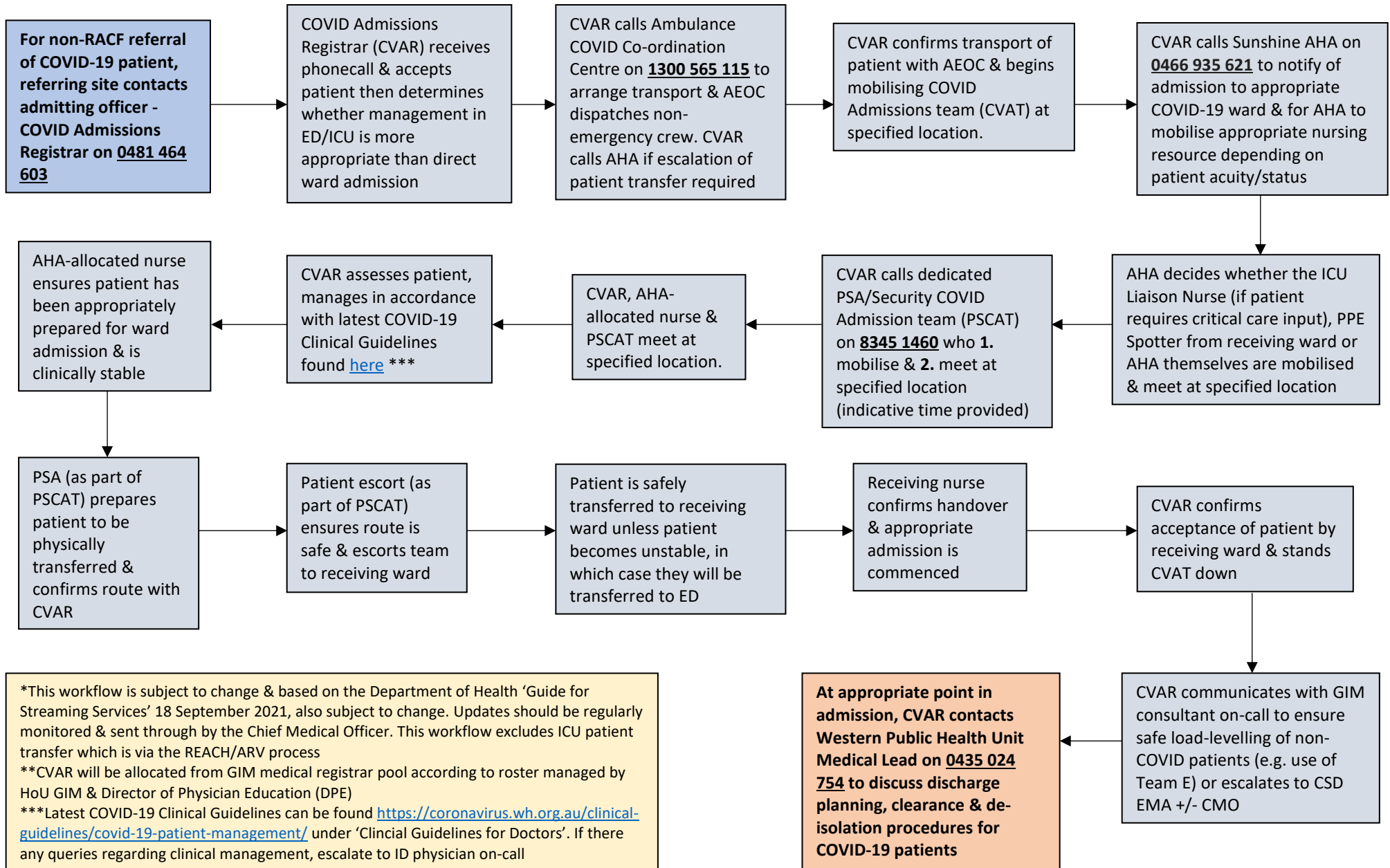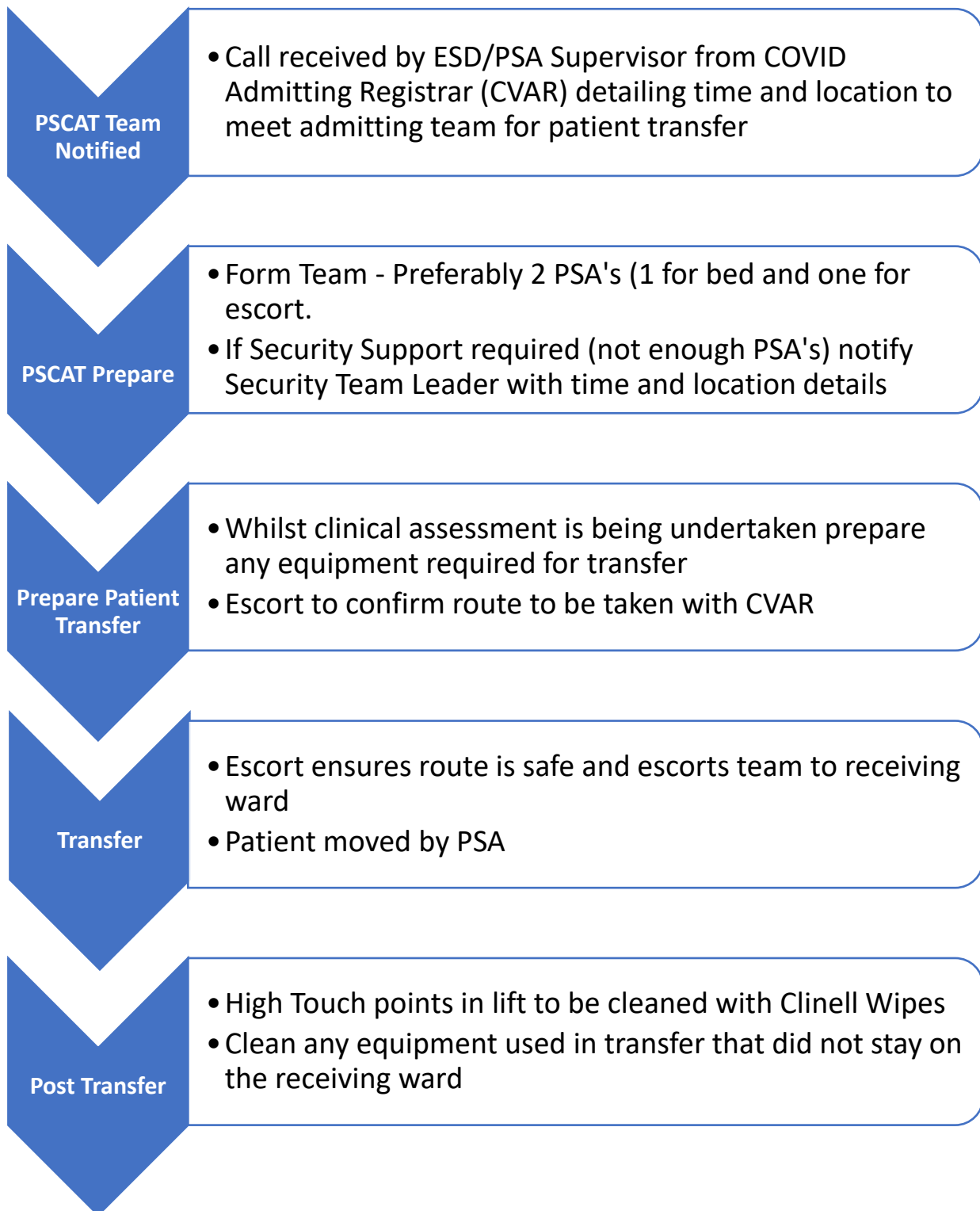
*This workflow is subject to change & based on the Department of Health 'Guide for Streaming Services' 18 September 2021, also subject to change. Updates should be regularly monitored & sent through by the Chief Medical Officer. This workflow excludes ICU patient transfer which is via the REACH/ARV process

**CVAR will be allocated from GIM medical registrar pool according to roster managed by HoU GIM & Director of Physician Education (DPE)

***Latest COVID-19 Clinical Guidelines can be found https://coronavirus.wh.org.au/clinical-guidelines/covid-19-patient-management/ under 'Clincial Guidelines for Doctors'. If there any queries regarding clinical management, escalate to ID physician on-call

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Appendix A. PSA/Security COVID Admission Team (PSCAT)

PSCAT Team Notified
- Call received by ESD/PSA Supervisor from COVID Admitting Registrar (CVAR) detailing time and location to meet admitting team for patient transfer

PSCAT Prepare
- Form Team - Preferably 2 PSA's (1 for bed and one for escort.
- If Security Support required (not enough PSA's) notify Security Team Leader with time and location details

Prepare Patient Transfer
- Whilst clinical assessment is being undertaken prepare any equipment required for transfer
- Escort to confirm route to be taken with CVAR

Transfer
- Escort ensures route is safe and escorts team to receiving ward
- Patient moved by PSA

Post Transfer
- High Touch points in lift to be cleaned with Clinell Wipes
- Clean any equipment used in transfer that did not stay on the receiving ward

Escort is the only person to touch door handles, lift buttons etc.