



# COVID related hospital admissions checklists

All content contributed by



# Hospital Passport

[Australian Government Department of Health COVID19 Companion](#)

Passport/form	States/Territories
<a href="#">CID My Health Matters Folder</a>	ALL
<a href="#">Admission to Discharge</a>	NSW (All). QLD, VIC, ACT, SA (some)
<a href="#">Bendigo Health Hospital Passport</a>	VIC (some)
<a href="#">My Health Information for when I go to hospital</a>	SA
<a href="#">Person-Centred-Emergency-Preparedness-Planning-for-COVID-19</a>	ACT
<a href="#">DDWA Hospital Passport March 2020</a>	WA
<a href="#">Julian's Key</a>	QLD

Passports contain information about the following:

- ☐ Personal details: name, address, date of birth, emergency contacts, religious and cultural needs, vaccination status (influenza and COVID)
- ☐ Informal supports or decision maker details: contact details for decision makers/person who can legally make decisions and give consent for medical procedures and support coordinator if supports need to be paused
- ☐ Disability and medical/health conditions.
- ☐ Risks the Hospital staff need to be aware of (e.g. dysphagia, sleepwalking, allergies).
- ☐ Information about communication needs, reading, writing and comprehension ability. This should include how the participant will let the Hospital staff know how they are feeling or any behaviours they may demonstrate.
- ☐ Information about likes, dislikes, fears etc.
- ☐ Additional support plans: medication management plan, dysphagia management plan, epilepsy management plan, manual handling plan, continence management plan, positive behaviour support plan, mealtime management plan, communication plan,
- ☐ Information about what happens for the participant if their carer/informal support is unable to care for them due to COVID.

Please note that all hospital passports currently published across Australia are brief and could be improved with additional information that relates to the person's disability, health conditions and related needs

## Preparation Checklist for Key Supports (Support Coordinators, Informal Supports or Support Staff)

- ☐ Most appropriate hospital to request admission to has been identified (e.g. if person needs access to a specific type of support or specialist that is not available in nearest hospital/s).
- ☐ Clear plans are in place detailing how the person (and essential medication, dietary, continence aids and equipment eg CPAP) will be transported to hospital and home again once ready for discharge.
- ☐ Clear process is in place for advising informal supports that participant has gone to hospital.
- ☐ Clear process and responsibilities are in place to get mobility aids to hospital if required – power wheelchair, manual wheelchair, other mobility aid.
- ☐ Clear strategy is in place to cancel or continue paid supports if required and everyone involved knows the effect cancellations will have on service agreements and funding.
- ☐ Key people know how to gain access to participant's home if required to assist with arrangements – key safe etc...
- ☐ Key people are aware of the arrangements that will need to be made if/when participant is admitted (e.g. supports cancelled, child care arranged, pets cared for, deliveries cancelled, COVID clean organised, mail collection etc.) and an action plan is distributed to all involved/allowed parties.
- ☐ Escalation process is known if hospital care is inappropriate, discriminatory or insufficient (e.g. "Ryan's Rule" in QLD, "REACH" in NSW, "CARE" in ACT)
- ☐ COVID19 policy relating to supports and visitors is known/available (likely to require regular updating)
- ☐ Arrangements have been made for assistance with preparing "Go Bag" items, including copies of any support plans, signage etc.
- ☐ A Change of Circumstances review request should be considered, particularly if additional respite/STA funds will be required during recovery, if informal support is admitted etc.
- ☐ Carer Gateway should be contacted if Carer support is required
- ☐ If participant resides in a SIL home and contracts COVID19, the NDIS Quality and Safeguards Commission (NDIS QSC) must be notified immediately. The NDIS QSC will notify the NDIA.

## Admission Checklist

- ☐ 'Go Bag' is ready.
- ☐ Hospital Passport is ready
- ☐ Key documents and support plans are ready
- ☐ Paid/unpaid supports have been arranged for while participant is in hospital (e.g., communication support, behaviour support, assistance to call family each day, Auslan interpreter, mobility assistance etc.)
- ☐ Key people have been informed e.g., Family Members, Carer, Support Coordinator, Legal Decision Maker, Employer, Other NDIS supports (so services can be paused), GP/specialist etc.
- ☐ Paid/unpaid supports have been arranged to take care of tasks in the home while the participant is in hospital e.g. COVID clean of residence, care of pets, collection of mail, cleaning and lawn mowing to continue, hot water to be switched off etc.
- ☐ Paid supports have been cancelled where required
- ☐ Power wheelchair/manual wheelchair/mobility aid has been taken to hospital
- ☐ Escalation process is known if hospital care is inappropriate, discriminatory or insufficient (e.g. "Ryan's Rule" in QLD, "REACH" in NSW, "CARE" in ACT)

## Hospital 'Go Bag'

- ☐ Completed Hospital Passport and COVID 19 Companion documents (in plastic sleeves)
- ☐ Copies of any support plans
- ☐ Emergency contacts in priority order
- ☐ List of specialists/health providers with contact details
- ☐ Copies of any enduring Power of Attorney document, Guardianship order or Advanced Health/Care Directives and guide to preferred treatments paperwork
- ☐ Any relevant letters from Specialists/Doctors. At the very least Health Summary from GP including all disabilities, health conditions, allergies, and medications (this also includes vitamins, supplements or 'off the shelf' medications)
- ☐ Medication list – up to date if possible
- ☐ Webster pack with medications OR medications in original packaging – this includes, supplements, vitamins and “off the shelf” medications you take
- ☐ Photocopied or photographed ID and other relevant cards, including: Medicare, Health Care or DVA cards, Health insurance details/card (if relevant) Drivers Licence or Proof of Age card Taxi subsidy scheme voucher card or book
- ☐ Disability specific items or aids (clearly labelled) – mobility aids, communication aids, feeding aids, PEG/feeding equipment/consumables
- ☐ Any specific dietary requirements/supplements (clearly labelled)
- ☐ Chargers for power wheelchair, PEG pump or disability other equipment
- ☐ Communication guide or plan - information about who speaks for the participant if they cannot communicate with hospital staff.
- ☐ Signage for the hospital room. This might include brief (no more than 5 points) of information the participant wants people to know about them. Examples might include:
  - Hard of Hearing and will need an Auslan interpreter,
  - Vision impaired and need people to introduce themselves and explain what they are doing when they enter the room,
  - Cannot breathe when on stomach,
  - Aboriginal or Torres Strait Islander,
  - Communicate using PECS, but if more information is required, this can be gained by calling.....
- ☐ Personal care kit e.g. tissues, hair brush/comb, toothbrush and toothpaste, soap, shaving kit (preferably electric) etc.
- ☐ Comfortable, loose fitting sleepwear, underwear and day wear, including a dressing gown and non-slip slippers/footwear. 3 days' worth is usually sufficient.
- ☐ Device/s (such as mobile phone or tablet) and chargers in a zip-lock bag.
- ☐ A personal comfort item, such as a teddy bear, photo, book or similar.