

TITLE: Discharging Residents with Infectious Diseases	DATE OF ISSUE:
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Discharging Residents with Infectious Diseases Policies and Procedures

This document will describe how to properly create a Discharging Residents with Infectious Diseases policy for your facility.

What needs to be included in a Discharging Residents with Infectious Diseases policy:

1. **Purpose:** This section should describe why the Discharging Residents with Infectious Diseases policy exists. For example, to establish a proper discharge protocol that reduces the risk of transmission of infectious diseases.
2. **Goal:** This section should describe the goals of having this policy. The goal of this policy is to provide SNF staff with a safe and healthy work environment, both for working with residents and for staff protection.
3. **Scope:** The scope is to whom this policy applies to. For example, staff, visitors, and residents.
4. **Definitions:** This section should define any terms in the following policy that may not be commonly known or that the facility administration feels are important to have explicitly defined.
5. **Procedure:** This section describes the roles and responsibilities of SNF administration and staff, the actions needed to be taken by SNF staff to be in compliance with this policy, and resources for further questions and education.

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PURPOSE:

- To outline appropriate procedures for discharging infectious residents to another healthcare facility or home.

DEFINITIONS:

- Infectious: Likely to spread infection.
- Transmission Based Precautions (TBP): are used when the route(s) of transmission is (are) not completely interrupted using Standard Precautions alone.
- PPE: Personal Protective Equipment (PPE) is equipment used to prevent or minimize exposure to hazards. Includes gloves, gowns, masks, and face shields.
- Terminal Clean: Cleaning and disinfection after the resident is discharged or transferred. Includes the removal of organic material and significant reduction and elimination of microbial contamination.

POLICY STATEMENT:

- [Designated staff] will complete an inter-facility transfer form, which provides the resident's infection status, type of TBP, signs and symptoms of infection(s), antibiotic usage, and immunization status, then send the form to the receiving facility prior to discharge.
- Appropriate TBP shall be utilized before and during discharge.
- Designated staff will notify the transport staff of the resident's category of TBP before discharge.

PROCEDURES:

- Before sending to a healthcare facility
 - Determine if the healthcare facility is equipped to handle the specific infectious disease.
 - Gather all relevant medical records, including test results, treatment plans, and infection control protocols.
 - Ensure the resident's belongings are properly sanitized or disposed of per infection control guidelines.
 - Transportation arrangements will be coordinated to transfer the resident to the receiving facility.
 - Ensure that the resident is dressed, has all necessary medications, along with medical records, and that the resident is educated on the transfer process.
 - Document all aspects of the transfer process, including communication with the receiving facility, transportation arrangements, and infection control measures in the resident's medical record.
 - Inform relevant stakeholders, including the resident's primary care team and family members of receiving facility name and location.

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- Before sending home
 - Ensure the resident's condition is stable and suitable for home care, following medical evaluation and treatment.
 - Provide discharge instructions to family/caregiver.
 - Educate the resident and caregiver(s) on signs and symptoms that may indicate worsening of the infection and when to seek medical attention.

TERMINAL/DISCHARGE CLEANING:

Terminal cleaning should be carried out after a resident with an infectious disease has been discharged (or transferred), to ensure a safe environment for the next resident.

- Terminal cleaning policy should include:
 - Proper PPE should be worn during terminal cleaning upon discharge of a resident with an infectious disease/organism.
 - Cleaning and disinfecting from the highest to the lowest point and from the least contaminated to the most contaminated area, changing cleaning equipment and supplies when they become soiled.
 - Cleaning and disinfecting all high-touch surfaces.
 - Following manufacturer instructions with regards to the preparation of disinfectants and contact time for effective disinfection.
 - Communicating that the room has been cleaned/disinfected before placement of new resident in the room.

RESOURCES:

1. LA County Department of Public Health
<http://publichealth.lacounty.gov/acd/SNF/index.htm>
2. National Infection Prevention and Control Manual: <https://www.nipcm.hps.scot.nhs.uk>
3. Inter-Facility Infectious Transfer Form:
<http://publichealth.lacounty.gov/acd/docs/FacilityTransferForm.pdf>