

Suggested Policy and Procedures for Swing Beds Critical Access Hospital Program

First and foremost – think skilled nursing care, not acute care. Patients should be encouraged to wear their personal clothes and participate in activities as appropriate.

1. Address where swing beds will be located on your med/surg unit and how patients will be placed into the swing beds.
2. Staffing for swing beds
3. Medical doctor
4. Advance directives
5. If a resident does not have an attending physician, how is one provided? Does the patient have a choice?
6. How does the resident participate in the development of the care plan?
7. Pain management
8. Privacy and confidentiality
9. Required documentation for a care of swing bed patient
10. Staff treatment of the resident (includes action that will be taken in the event a resident is mistreated)
11. Resident's personal property...how is it handled?
12. Laundry of personal clothes
13. Admission policy to the swing bed program
14. Transfer policy (in house and out of house)
15. Discharging from swing beds
16. Procedure for notification when a resident no longer qualifies for swing beds (copy of a letter provided the resident/family should be included)