

NOVA SCOTIA DEPARTMENT OF HEALTH CONTINUING CARE BRANCH

Subject: Bed Loan Program Policy

Original Approved Date: April 1, 2008

Revised Date:

Original signed by Keith Menzies

Approved by:

Keith Menzies, Executive Director, Continuing Care Branch

1.0 POLICY STATEMENT

The Continuing Care Branch of the Nova Scotia Department of Health will, in conjunction with the Canadian Red Cross Nova Scotia Region, provide access to a bed loan program for clients of Continuing Care residing in the community.

2.0 APPLICATION OF THE POLICY

This policy applies to individuals living in the community, who have demonstrated a need for a hospital type bed system and who meet the criteria of the HELP-Bed Loan Program.

3.0 ADMINISTRATION OF THE BED LOAN PROGRAM

The HELP-Bed Loan Program shall be administered and delivered through the Canadian Red Cross Nova Scotia Region, in accordance with the criteria established in this policy and the operational and administrative policies and procedures established by Continuing Care and the Red Cross.

4.0 ELIGIBILITY CRITERIA

An individual is eligible to access covered equipment through the Bed Loan Program when the following criteria have been met:

- is a resident of Nova Scotia, with a valid Nova Scotia health card;
- has a need for the equipment provided through the HELP-Bed Loan Program;
- is determined by Continuing Care to meet the requirements of the HELP-Bed Loan Program;
- be willing to take responsibility for the equipment in the home, or have an individual who is willing to do so.

5.0 PRINCIPLES OF THE BED LOAN PROGRAM

The Continuing Care Branch adheres to the following principles in funding a community bed loan program:

- **accountability** - the responsibilities of the client, the Department of Health, and the Red Cross are clearly described and communicated;
- **appropriateness** - the equipment provided is relevant to the client's need;
- **consistency** - the equipment is available to Continuing Care clients throughout the province and is provided in accordance with the Continuing Care's policies and processes;
- **cost effectiveness** - bed systems are recycled as appropriate and equipment in the program inventory is used before new equipment is purchased.

6.0 COVERED EQUIPMENT

The bed system provided through the HELP-Bed Loan Program consists of the following components:

- fully electric hospital type bed
- foam pressure reduction mattress
- full bed rail

The Canadian Red Cross Nova Scotia Region shall be responsible to manage the program inventory and shall provide maintenance and service to the equipment as required.

7.0 NO CLIENT FEES

There are no fees charged to Continuing Care clients for equipment provided through the HELP-Bed Loan Program.

Upon referral from Continuing Care, the Red Cross will deliver and assemble the equipment in the client's home, at no cost to the client.

8.0 APPLICATION AND APPROVAL PROCESS

Access to equipment through the HELP-Bed Loan Program is provided in accordance with the application and approval process established by Continuing Care and the Canadian Red Cross Nova Scotia Region.

Referral

Referrals to the Bed Loan Program shall be made through Continuing Care's Single Entry Access mechanism.

Determination of Eligibility

Determination of the client's eligibility to access equipment through the HELP-Bed Loan Program is the responsibility of Continuing Care.

Authorization of Equipment

Upon determination of eligibility Continuing Care shall forward a completed authorization form to the Red Cross HELP-Bed Loan Program.

9.0 PROVISION OF EQUIPMENT

Upon receipt of a valid equipment authorization form, the Red Cross shall:

- contact the client/family to determine the information required for equipment delivery and set up,
- deliver the equipment to the client's residence in a timely fashion, set up the bed system and ensure that it is in good working order,
- provide the client/family with written information/instructions for the equipment provided and with a contact number at the Red Cross should any concerns arise.

10.0 RETURN OF EQUIPMENT

When the equipment provided through the HELP-Bed Loan Program is no longer required, the client/family is to inform the Red Cross. Upon receipt of this notification, the Red Cross shall contact the client/family to arrange for equipment pickup and return the equipment to the Bed Loan Program inventory in accordance with established procedures. The Red Cross shall advise Continuing Care that the equipment has been returned from the client to the program inventory.

11.0 ACCOUNTABILITY

The Executive Director, Continuing Care Branch is responsible for ensuring compliance with this policy.

12.0 MONITORING

The implementation, performance, and effectiveness of this Policy will be monitored by the Executive Director, Continuing Care Branch.

13.0 REFERENCES

AGREEMENT between Department of Health and the Canadian Red Cross Nova Scotia Region - Health Equipment Service

HELP-Bed Loan Program, Guidelines and Procedures

14.0 ENQUIRIES

Executive Director, Continuing Care Branch
Department of Health
PO Box 488
Halifax, NS B3J 2R8
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15.0 APPENDICES

Not applicable