## 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)