**DOCUMENT NUMBER:** PBMT-GEN-068

**DOCUMENT TITLE:**
Valvano Day Hospital Guidelines

**DOCUMENT NOTES:**

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### Document Information

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<tr>
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<td>Release</td>
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<td>Release Date:</td>
<td>02 Jan 2020</td>
</tr>
<tr>
<td>Effective Date:</td>
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<td>Expiration Date:</td>
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<th>Author:</th>
<th>MOORE171</th>
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PBMT-GEN-068
VALVANO DAY HOSPITAL GUIDELINES

1 PURPOSE
1.1 To outline guidelines for safe and efficient scheduling of patients to the Valvano Day Hospital (VDH).

2 INTRODUCTION
2.1 The Valvano Day Hospital (VDH) is available for use by all divisions in the Children’s Health Center (CHC). These guidelines are designed to ensure that we can deliver patient care safely and efficiently.

3 SCOPE AND RESPONSIBILITIES
3.1 All providers and staff scheduling patients for care in the VDH are responsible for the contents of this procedure.

4 DEFINITIONS/ACRONYMS
4.1 CHC Children’s Health Center
4.2 EHR Electronic Health Record
4.3 VDH Valvano Day Hospital

5 MATERIALS
5.1 N/A

6 EQUIPMENT
6.1 N/A

7 SAFETY
7.1 N/A

8 PROCEDURE
8.1 Scheduling Patients

8.1.1 Patients must be scheduled in the Electronic Health Record (EHR) for an appointment in VDH and with their provider.

8.1.2 The VDH schedule for the infusion day is examined previous to scheduling that patient in order to stagger patient’s arrivals into the VDH.

8.1.3 The schedule must include:

8.1.3.1 Number of hours patients are expected to require care
8.1.3.2 Drug name and dosage per insurance authorization requirements.
8.1.4 When scheduling patients keep in mind the following factors:

8.1.4.1 VDH closes at 8:00 PM and allow adequate time for the treatment.

8.1.4.2 The 4th floor pharmacy closes at 5:00 PM, Monday through Friday and is closed Saturday and Sunday.

8.1.4.3 Chemotherapy approval must be obtained by 4pm to be administered in VDH on the same day.

8.1.5 Acutely ill patients:

8.1.5.1 Will be accommodated as needed and do not require a pre-scheduled visit.

8.1.5.2 Will need an official appointment entered for documentation purposes.

8.1.6 Orders:

8.1.6.1 It is most helpful for VDH and the Pharmacy to have the orders AT LEAST 24-48hrs prior to arrival.

8.1.6.2 Orders should be entered into the EHR. This enables the pharmacy to ensure specific medications are on hand for the infusions and for the nurses of all services involved to prepare for arrival of the patient.

8.1.6.3 Orders or Appointment Notes for the VDH patients MUST include:

8.1.6.3.1 Name of the provider and beeper# of who will be accountable while the patient is in VDH.

8.1.6.3.2 If the covering provider is not the same as the one writing the orders, please make sure that the provider knows about the patient and his/her therapy.

8.1.6.3.3 It is expected that the provider will be in the CHC, Duke North, or the Hanes House while their patient is in the VDH.

8.1.6.3.4 If provider coverage changes or, the provider plans to leave the CHC, please let the VDH staff know prior to leaving the building, (668-4411).

8.1.7 Day of visit:

8.1.7.1 Patients who are coming to the VDH from the second or third floor are usually registered on that level and be seen by their provider.
8.1.7.2 Some patients are VDH-only patients and are seen by their provider in VDH (unless patient has been seen within 90 days).

8.1.7.3 Patients are required to have their vital signs, height, and weight obtained and identification bracelet applied prior to their infusion in the VDH.

8.1.7.4 Venous access will be obtained (peripheral or central) and labs drawn prior to coming to VDH unless other plans have been arranged between the team leaders and the VDH Coordinator.

8.1.7.5 Lab orders will be activated and labels generated upon patient’s arrival to either clinic or VDH as appropriate.

8.1.7.6 Lab specimens accompanying the patient must be labeled appropriately and according to Duke Hospital specimen labeling guidelines.

8.1.7.7 The VDH Coordinator should be paged (970-2872), or an alpha message sent when the patient is ready to come to the 4th floor.

8.1.7.8 Pharmacy staff (668-4410) should also be informed of the patient’s status if there are significant changes or delays in the patient’s treatment. Pharmacy is notified of the patient’s arrival by the activation of orders in the EHR.

8.1.7.9 If the VDH cannot immediately accommodate the patient/family when they arrive, a pager may be provided to the patient/family and they may wait in either the 4th floor waiting area or travel as far as Duke North until paged.

8.1.7.10 In order to prevent exposing immunocompromised patients to multiple contacts and possible viruses we allow ONE ADULT (18 years or older), to accompany the patient to VDH, if the patient’s immune status is high enough (and not on any form of isolation) to receive infusions in an infusion chair. This enables the VDH nursing staff to have adequate room to provide safe and competent care. If the patient is on any kind of isolation (including reverse isolation) they will be placed in an isolation room and more than one adult is permitted to stay with them. Siblings may be permitted in the VDH if (and ONLY if) the patient will be receiving infusions in an isolation room, but at the discretion of the VDH Coordinator.

8.1.7.11 Please communicate to the VDH Coordinator or care nurse where the patient is to go after VDH care is complete, (return to provider, discharge, special studies, etc.).
9 RELATED DOCUMENTS/FORMS

9.1 N/A

10 REFERENCES

10.1 N/A

11 REVISION HISTORY

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<th>Description of Change(s)</th>
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<td>03</td>
<td>Sally McCollum</td>
<td>- Document reformatted into SOP standard formatting (section headers added; scope added, purpose added, revision history added, etc.).</td>
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<td>- Acronyms added and defined throughout.</td>
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<td>- Information rearranged throughout Section 8 to group under appropriate header.</td>
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## Signature Manifest

**Document Number:** PBMT-GEN-068  
**Title:** Valvano Day Hospital Guidelines  
**Effective Date:** 02 Jan 2020

All dates and times are in Eastern Time.

## PBMT-GEN-068 Valvano Day Hospital Guidelines

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### Medical Director

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