**POLICY**

High Peaks Hospice (HPH) provides skilled social work services to all HPH patients and their families. Any patient or family member, significant other, or staff member can identify this need.

**PROCEDURE**

1. The HPH Social Worker (SW) will contact the patient/family within five days of admission unless the patient/family requests otherwise.

2. The following scope of services will be provided by a SW
   - Visits - hospital, home, nursing home, and other
   - Skilled psycho-social/spiritual, and emotional assessment
   - Counseling: individual, couples, family, groups for end-of-life concerns
   - Crisis intervention
   - Appropriate referrals to community resources - i.e. legal, financial, and mental health professionals
   - Education about the dying process as it affects patients, families, and their communities
   - Public speaking
   - Phone contacts
   - Discharge planning and nursing home placement assistance
   - Advocacy
   - Participation in the development of interdisciplinary team (IDT) plan of care

3. The SW acts as a resource for the HPH staff by providing consultation, education, and support for end-of-life concerns. These services extend to personnel at other agencies where HPH is contracted (e.g. skilled nursing facilities and hospitals)

4. Bereavement: The SW may participate in risk assessment, grief counseling, referrals, memorial services, and support groups.

5. Frequency of Visits: All HPH patients and families will have access to social work services. The frequency of visits and time spent working with patient and/or family
will vary based on the Interdisciplinary Team (IDT) plan of care and as referenced within HPH’s policies and procedures

6. Documentation: Documentation will be completed within 24 hours of contact. The SW information will include a current assessment which will encompass: the SW’s areas of focus, interventions, responses to interventions, and a future plan.

7. Communication Mechanisms:
   A. Interdisciplinary Team Meeting (IDT)
   B. Conferences with case managers, team members, and outside agencies as needed.
   C. Phone consults
   D. Written and word processed communications to: patient, family, staff, and outside agencies

8. Supervision: The SW will be a member of the Circle of Care Team and under the direction of the Medical Director or Hospice Physician.

9. Social Work Standards: The National Association of Social Worker (NASW) Code of Ethics is a foundation upon which social work practice is based. Social workers should be familiar with the principles articulated therein, and use these guidelines as support for the work they do. (See Attached: NASW Code of Ethics)

LAST REVIEW DATE: IDT 06/14/2017, Clinical Comm 08/08/17, BOD 03/26/18

LAST UPDATED: Compliance Coord 05/17/17, 06/26/17, 07/13/18, 09/01/18

BOARD APPROVAL: May 8, 2018