

# SLEEP UNIT: ADMISSION & OPERATIONAL POLICY - CBPU - SCH PROCEDURE®

## DOCUMENT SUMMARY/KEY POINTS

- All patients having a sleep study would have been assessed and prioritised by an Accredited Sleep Physician prior to admission.
- The same Sleep Physician will review the study and the patients thereafter for feedback on the results and treatment.

## CHANGE SUMMARY

- Due for mandatory review - No change in practice.

## READ ACKNOWLEDGEMENT

- All Sleep Unit and Care By Parent Unit staff need to understand and acknowledge this document.
- SCH Patient Flow, Admissions Office Staff and After Hours Nurse managers need to be aware of this document

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

<b>Approved by:</b>	SCHN Policy, Procedure and Guideline Committee	
<b>Date Effective:</b>	1 <sup>st</sup> June 2020	<b>Review Period:</b> 3 years
<b>Team Leader:</b>	Department Head	<b>Area/Dept:</b> Sleep Medicine SCH

## Background

The Sleep Unit is currently a 4 to 5-bedded non-inpatient unit, which has the capacity to do 5 fully attended studies per night. It is co-located with the Care by Parent Unit on C3N.

The unit is managed by the Department Head, Sleep Medicine

The Nurse Unit Manager, C3N manages the nursing staff of both the Care by Parent and Sleep Unit.

## Location

The unit is located on Level 3 in the North Wing of the Sydney Children's Hospital, main building.

## Hours of Operation

The unit conducts sleep studies from 1330 –0730 on Monday, Tuesday, Wednesday & Thursday and is closed on Public Holidays. Occasionally nap studies (multiple sleep latency tests) are conducted by scientists on a Friday after the overnight sleep study.

## Staffing

At all hours of operation a sufficient number of suitably qualified staff must be available to meet the nursing care needs and to attend to the sleep study of the patients.

### ***Nursing Staff Allocation for the Sleep Unit:***

- 2 RN's / Sleep Scientist- 13:30 – 22:15 - Monday – Thursday
- 2 RN's / Sleep Scientist – 21:30– 07:30 - Monday - Thursday

### ***Sleep Scientist Staff Allocation:***

- 1 Senior Scientist 0830 – 1700 Mon – Fri
- Sleep Scientist – Funding for around 32 hrs per week

The RN's on the Sleep Unit are responsible for meeting all the nursing care needs of the patients as well as attending to the sleep study.

## Patient Selection

- All patients are assessed by a Sleep Physician prior to being booked for a sleep study
- Patients being admitted for a sleep study are to be accompanied by a parent/guardian who is willing to spend the night on the unit with the patient. The exception to this would be adolescent patients, usually at age 16 years and above.

## Bookings

### **Direct admissions:**

- The senior medical staff member or designated junior medical staff of the Sleep Unit such as the Sleep Fellow will approve and forward all requests for Sleep Studies to the Admission Office for processing.

### **Transfers:**

- Medical Director and/or on-call sleep physician will approve and co-ordinate transfers in and out of the Sleep Unit in consultation with the NUM and bed management team. The Medical Director and/or on-call sleep physician of the Sleep Unit and/or senior scientist will consult with the NUM prior to organising the admission of patients with high dependency nursing requirements.

### **Patients with complex condition/issues and patients outside of the metropolitan area:**

- Where possible these patients should be booked into either the CBPU or Ronald McDonald House following the Sleep Study to enable further management of the patient. Especially if the sleep study is anticipated to be significantly abnormal, and/or further treatment or investigations are likely.

## Procedure

Currently up to 5 sleep studies can be done a night on patients who require minimal nursing intervention

Where possible the dependency of the patients should be considered when bookings are made.

Ideally no more than 2 high dependency patients should be booked per night:

- Sick infants or developmentally delayed toddlers
- Patients requiring high degree of nursing intervention
- Patients requiring CPAP or BPAP studies (where possible only one or two per night is preferable)

In the case of a patient with very high nursing care requirements, such as a patient whose condition requires them to be on a ventilator 24 hours a day, the RN's on the Sleep Unit would be unable to meet the patients nursing care needs and attend to the sleep study. Consideration may need to be given as to whether the RN who cares for the patient at home should accompany the patient to the Sleep Unit and care for the patient whilst the study is undertaken.

In this situation the RN would be requested to supply:

- a certified copy of their current NSW Nursing Registration
- evidence of a recent criminal record check and working with children check (within the last 12 months)

- evidence of appropriate immunisation status as per SCH Immunisation Check List
- and would be required to “sign on” with the Hospital Coordinators prior to commencement of duty.

For such patients with higher dependency nursing requirements the Medical Director and/or on-call sleep physician should discuss the proposed admission with the Nursing Management prior to finalising the admission. The appropriate accreditation of any staff accompanying the patient should take place prior to the admission. The NUM will liaise with the Nursing Administration as is necessary.

If the patient's nursing care requirements cannot be met on the Sleep Unit then the other option is to admit the patient to an appropriate ward and do a portable study

**Note:** *The Sleep Unit RN's will maintain responsibility for the nursing care of all patients on the unit.*

## Post Sleep Study Procedure

Patients should be discharged from the unit by 07:30 hours

All patients are encouraged to make a follow-up appointment with their sleep physician for two weeks after the sleep study to discuss the results and commence any treatment recommendations. Results are not given over the phone. Nursing and scientific staff are discouraged from giving any results as the sleep study has to be analysed in its entirety prior to formulation of results and treatment options.

Patients who demonstrate severe sleep apnoea overnight necessitating a review of the study by the consultant in the morning to assess the ongoing management should be admitted to the CBPU. This should be discussed with the Sleep Physician in charge of the patient or the on-call Sleep Physician.

- This will be arranged by the NUM at 0745
- The NUM will inform the Bed Manager of this admission
- The patient will be reviewed by the consultant on the CBPU
- If the patient requires an ENT or other consultations this will be managed on CBPU
- If the patient requires admission to a general ward for further management the NUM will inform the Bed Manager, the patient will remain on the CBPU until a ward bed is available.

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