

ED'S HOUSE  
NORTHUMBERLAND  
HOSPICE CARE CENTRE

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Dear Colleague,

Welcome to Ed's House!

I want to take this opportunity to outline the expectations of you, as a physician at Ed's House, for this and any future admission. I think you'll find them reasonable, and I'm happy to discuss any concerns you have.

- 1) Be in good standing with the CPSO.
- 2) Once an admission to Ed's House is planned, complete the bed referral form and palliative order set and fax as soon as possible to allow for pre-planning of medications, supplies and (currently) COVID swabbing.
- 3) See your patient within the first 24 hours of moving to Ed's House, and *at least* weekly.
- 4) Be available for communications with nursing staff 24/7, or provide the contact information of your back-up coverage. If this is something you need help with, please let me know.
- 5) Utilize the InfoAnywhere EMR to input orders and access patient charts.
- 6) Sign all verbal orders within 72 hours.
- 7) Communicate with the patient's family and/or substitute decision makers.
- 8) Sign death certificate within 24 hours.
- 9) Participate in activities like palliative education, when possible, to ensure ongoing quality care.

Please don't hesitate to reach out with any questions.

A handwritten signature in black ink, appearing to read "Kate Everdell".

**Dr. Kate Everdell**  
**Medical Director**

Ed's House Northumberland Hospice Care Centre  
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