



Dear colleague,

Welcome to Ed's House!

I wanted to take this opportunity to outline the expectations of you, as a physician at Ed's House, for this and any future admissions. I think you'll find them reasonable, and I'm happy to discuss any concerns you have. **Please sign below to indicate your agreement.**

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 preplanning of medications and supplies.
3. See your patient within the first 24 hours of moving to Ed's House, and *at least* weekly.
4. Be available for telephone 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 48 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.

Dr. Kate Everdell
Medical Director

Ed's House
Northumberland Hospice Care Centre
Community Care Northumberland
1005 Elgin St W, Suite 201
Cobourg, ON K9A 5J4
Fax: 289-252-0676

I, _____(name)_____, agree to follow the above expectations.

Signature

Date