


## COVID-19 Planning and Response

### Field Hospital Checklist

To be completed by health board and submitted to Welsh Government via Hayley Floyd ([Hayley.floyd@gov.wales](mailto:Hayley.floyd@gov.wales)) prior to opening of field hospital

Health Board	Swansea Bay UHB
Name and location of Field Hospital	Bay Field Hospital, Fabian Way Swansea
Planned opening date	Not confirmed

Theme	Assessment
<b>Governance</b>	
<p>Is there one operational document which outlines the <b>Clinical Model for the Field Hospital</b>?</p> <p>Documents signed off by the Executive team? Please enclose copies.</p>	<div style="text-align: center;">  <p>BFH Model of Care and Operational Pol</p> </div> <p>Signed off by Field Hospital Establishment Group, Exec Director membership includes Chris White (COO) and Darren Griffiths (Interim DOF). Policy ratified by Operational Silver Group (with wider Exec Director membership).</p>
<p>Does the Field Hospital have an <b>IP&amp;C</b> risk assessment/plan and how patient and staff safety will be maintained? Has this been agreed by your IP&amp;C Team?</p>	<p>Yes, Agreed with IPC</p>
<p>Has the plan to open the Field Hospital been shared with the local Health Board <b>Quality/Safety Committee/Board</b>?</p>	<p>The Board approved the establishment of the field hospitals and the clinical model in April 2020. Further updates have been provided to the Board on a regular basis including the approval to de-commission Llandarcy Field Hospital and transfer to the Bay Field Hospital in August 2020.</p>

	<p>The Board has received detailed updates at each Board Meeting which include the escalation arrangements and the requirement to utilise the field hospital as necessary.</p> <p>In accordance with the Health Board response, as agreed by the Board, a local escalation framework is in place and an agreement that a decision to trigger the Field Hospital will be made at 'Gold' in accordance with the terms of reference that have been agreed by the Executive Team.</p> <p>An update on the field hospitals will be provided to the Quality and Safety Committee on 15<sup>th</sup> December 2020. The plan has been circulated to the Board outside of normal business arrangements due to the urgency in accordance with the Health Board governance arrangements.</p>
<p>Is the opening of the Field Hospital recorded on the <b>HB/Corporate Risk Register</b>, and are the clear mitigating actions in place to reduce the potential risk being experienced?</p>	<p>The Health Board receives regular updates on organisational risk and the COVID related Risk Register was considered by the Board in November. The significant risks were covered in the COVID update report to the Board. A further update on the risks will be provided to the Quality and Safety Committee on 15<sup>th</sup> December 2020.</p>
<p>How is the oversight of the field hospital linked to and supported by wider <b>HB governance mechanisms</b>?</p>	<p>The Board receives regular reports on the COVID response at each Board Meeting. The Independent Members are briefed on a weekly basis by the Chair. The Executive Team have agreed arrangements for the oversight of the field hospitals as summarised below.</p> <ul style="list-style-type: none"> <li>• Operational Group reports to Establishment Group the SRO is Chris White, COO and reports to Operational Silver Group. Agreed that decision to trigger Field Hospital will be a GOLD decision.</li> </ul> <p>The Audit Committee has received regular updates on the governance of the field hospitals and the actions taken following internal audit review and Welsh</p>

	Government Review. A regular update will be factored into the business of the Quality and Safety Committee.
Is there a lead Executive (On behalf of the Health Board) with the overall responsibility for the Field Hospitals?	Name: Chris White  Title: Chief Operating Officer
<b>Capacity</b>	
What is the initial planned capacity at opening?	Phase 1 a – 20 beds Phase 1 b – 30 beds Phase 1 c – 30 beds
What is the potential <u>total</u> capacity?	Potential total capacity Commissioned area- 330 Non commissioned area- 391 Total: 721  Loss of 171 to accommodate Mass Vaccination Centre
Is there a clear, risk assessed plan for how future capacity will be opened?	Not beyond phase 1
<b>Patient criteria and transfers</b>	
Does the Field Hospital have a clear <b>admission criteria</b> ?	Yes
Does the admission criteria include a clear position on patients who would not be admitted to the Field Hospital (i.e. people with Dementia, COVID19 positive, patients who wander, falls risks etc.)?	Yes

Is there a process in place to review the <b>patient transfer and admission criteria</b> , especially as/if the clinical model develops?	Yes
How confident are you that the initial cohort of patients and subsequent admissions to the Field Hospital will be <b>COVID free</b> ?	The initial phase is for Covid-19 Recovered patients to be accepted from secondary care. The step up patients identified at risk will be cared for in side rooms
Is there a pre-transfer/admission testing regime in place?	Yes
Will the FH have the <b>same visiting restrictions</b> as with the rest of the health board?	Yes
Do you have agreed protocols and pathways with WAST for transfer of patients to and from the Field Hospital'?	Yes
<b>Equipment and experience</b>	
Does the FH have <b>access to O2/higher dependency care</b> if required?	Within the Assessment area there is the availability of Oxygen cylinders
Is there a <b>repatriation process</b> for those patients who may become unwell?  If so, does this include what to do if there is no capacity to repatriate, and how "sicker" patients would be able to be cared for on the Field Hospital site?	Yes
Has there been adequate staff training to provide assurance that your clinical team can operate all equipment?	Yes

Are there <b>private areas / cubicles</b> for the care of people at the end of their lives?	No
If natural light is limited at your site - and to help prevent wandering - have you sufficient clocks displayed on the wards?	No natural light, all wards have clocks and an orientation board
<b>Discharge model</b>	
Is the Field Hospital described as a <b>step down</b> facility?	Both step up and step down
Are the <b>Local Authority</b> partners supportive of the plan to open the Field Hospital?	Yes
Is there an agreed <b>discharge model</b> , and has a testing regime been agreed with the Local Authority for discharge to care homes?	Yes
Is the patient group being cared for at the Field Hospital going to be solely those waiting for discharge/packages of care etc.?	No
Is the Field Hospital going to provide support to local care homes? If so, how much capacity is allocated to this function?	Yes, if the patients meet the inclusion criteria and there is bed capacity
<b>Rehabilitation</b>	
Will your field hospitals provide a rehabilitation model?	No
If yes, are there any challenges?	

If no, where is rehabilitation provided?	
Does the Field Hospital have access to the equipment required to rehabilitate the patient group being cared for?	NA
<b>Staffing</b>	
Is the Field Hospital fully staffed with <b>substantive staff</b> for the number of beds being opened (including Registered/Unregistered nurses/AHP/Drs/Facilities staff including Porter staff and House Keepers)?	Yes
Will the Field Hospital be staffed predominantly by substantive staff, or Bank/Agency?	Predominately Primary and Community services substantive staff
Are you able to fully staff any subsequent <b>increase in capacity/beds</b> ?	No
Have you identified a process for staff to feedback any risks or concerns – E.g. Have you considered using a SOP ' <i>freedom to speak up</i> ' to support your staff to raise concerns and managers to listen and respond?	Yes
Have you considered appointing a Rehab liaison officer and utilising your community frailty/in-reach/out-reach teams if applicable?	It was considered and the decision was made not to
<b>Communications</b>	

Is there a clear <b>overall communication plan</b> describing the role and function of the Field Hospital?	yes
Is there an agreed process in place, and a means by which families are advised/updated of the plan to move their relatives into the Field Hospital?	Yes
Is there an <b>internal communications plan</b> to help keep staff informed and up to date?	Yes
<b>Local Areas of Focus</b>	
Please identify any local challenges which need to be resolved to enable the safe opening and use of the Field Hospital	<p>Identification of staff to support the implementation and delivery of Phase 2</p> <p>Finalisation of business continuity plan following Business Continuity Table Top Exercise carried out on 3<sup>rd</sup> December 2020.</p>