

**CCSO Office Use Only:**

This application was received by: \_\_\_\_\_ on date: \_\_\_\_\_ Request ID: \_\_\_\_\_

After carefully reviewing the application, this request was  Approved  Declined  Pending

Comments:

## CRITICAL CARE SERVICE INVENTORY

### CHANGE REQUEST FORM

**Please note the following before completing this form:**

1. The form must be completed in full and signed by the appropriate signatories (Hospital CEO and Critical Care LHIN Leader) before it can be processed.
2. Acknowledgement of receipt of your submission does not imply that the request will be approved. A review and approval process follows receipt of the completed application. Applicants will be informed of the outcome of each request via email/letter.
3. Each change request form will be reviewed based on alignment with the accountabilities outlined in the Hospital Accountability Agreements and based on the principle of maintaining and sustaining critical care capacity across Ontario.

PLEASE COMPLETE ONE FORM FOR EACH CHANGE REQUEST

PLEASE SEE PAGE 8 FOR A LIST OF DEFINITIONS OF THE TERMS USED IN THIS FORM

**For information about this form, please contact:**

Critical Care Services Ontario

Phone: 416-340-4800 x 5577

Email: [info@ccso.ca](mailto:info@ccso.ca)

## HOSPITAL INFORMATION

**LHIN Name:** \_\_\_\_\_

**Hospital Corporation Name:** \_\_\_\_\_

**Site Name** (if applicable): \_\_\_\_\_

**Unit Name:** \_\_\_\_\_

(Please use the unit name as in the Critical Care Information System)

**Change request is for:**  Adult Critical Care  Paediatric Critical Care  Neonatal Critical Care

**Level of Care:**  Level 2  Level 3

**Neonatal ICU only:**  Level 2A  Level 2B  Level 2C  Level 3A  Level 3B

**Unit Administrator** (Contact person regarding queries about the application):

**Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## TYPE OF CHANGES

Please select type(s) of changes requested:

- Bed capacity – Section 1
- Unit name and/or site name and/or corporation name – Section 2
- Level of care and/or type of unit – Section 3
- Addition of a new unit – Section 4

**Note: Temporary changes to capacity are not adjusted in CCIS e.g. for construction, seasonal closures etc.**

**CHANGE DETAILS**

**SECTION 1 – Change to the bed capacity**

Please fill out this section to request an increase and/or decrease in the number of critical care beds and/or beds capable of mechanical ventilation.

**1.1. BED INCREASE** if applicable:

- Increase in the total number of critical care beds from \_\_\_\_ to \_\_\_\_ beds.
- Increase in the total number of beds capable of mechanical ventilation from \_\_\_\_ to \_\_\_\_ beds.

Please identify the funding source / reason for the bed increase. Please check all that apply:

- 1. Administered through Critical Care Services Ontario (via the Local Health Integration Network):  
please reference the date on the Funding Letter: \_\_\_\_\_ (MM/DD/YYYY)
- 2. Funding from the Local Health Integration Network:  
please reference the date on the Funding Letter: \_\_\_\_\_ (MM/DD/YYYY)
- 3. Capital expansion through the Ministry of Health and Long-Term Care (PCOP):  
please reference the date on the Funding Letter: \_\_\_\_\_ (MM/DD/YYYY)
- 4. Internal reallocation of beds
- 5. Other (please specify below):

**1.2. BED DECREASE** if applicable.

Each change request in this category is evaluated based on the previous MOHLTC or LHIN funding received by the hospital/unit to support critical care capacity and services. Please answer questions below prior to proceeding with the bed decrease request (check all that applies).

**Has the unit /hospital received funding from MOHLTC or LHIN to support critical care capacity and services?**

- Critical Care Capacity Funding
- Nurse Training Funding
- Critical Care Response Team (CCRT) Funding
- PCOP Funding
- Other funding from MOHLTC or LHIN (please specify)

Efforts to support critical care capacity or access to critical services with any of the above mentioned funding may impact the approval to decrease capacity requested in your application. **Bed Decrease**

**Request:**

- Decrease in the total number of critical care beds from \_\_\_\_ to \_\_\_\_ beds.
- Decrease in the total number of beds capable of mechanical ventilation from \_\_\_\_ to \_\_\_\_ beds.

**Please identify the reason(s) for the bed decrease:**

- Insufficient internal hospital budget
- Insufficient staffing resources
- Current capacity not required due to patient volume
- Closure of critical care beds in one unit to open critical care beds in another unit
- Other - please specify below:

**Additional comments:**

**SECTION 2 – Change to the unit name and/or site name and/or corporation name**

The new **UNIT** name is: \_\_\_\_\_

The new **SITE** name is: \_\_\_\_\_

The new **CORPORATION** name is: \_\_\_\_\_

**SECTION 3 – Change to the unit Level of care**

**3.1. Unit Level of Care Increase**

Please indicate the new functional level of care for the unit: \_\_\_\_\_

**3.2. Unit Level of Care Decrease**

Each change request in this category is evaluated based on the previous MOHLTC or LHIN funding received by the hospital/unit to support their critical care capacity and services. Please answer questions below prior to proceeding with request to unit level of care decrease (check all that applies).

**Has the unit /hospital received funding from MOHLTC or LHIN to support critical care capacity and services?**

- Critical Care Capacity Funding
- Nurse Training Funding
- Critical Care Response Team (CCRT) Funding
- PCOP Funding
- Other funding from MOHLTC or LHIN (please specify)

Efforts to support critical care capacity or access to critical services with any of the above mentioned funding may impact the approval of your application.

**Level of Care Request:**

Please indicate the new functional level of care for the unit:

\_\_\_\_\_

Please specify the reason(s) for the change in the level of care below:

**SECTION 4 – Change to the unit type**

New type of unit: (Choose only one response).

- Burn ICU
- Cardiovascular ICU
- Coronary Care Unit (CCU)
- Medical ICU
- Medical/Surgical ICU
- Neonatal ICU
- Neurological ICU
- Neurosurgical ICU
- Paediatric ICU
- Surgical ICU
- Transplant ICU
- Other: Please Specify: \_\_\_\_\_

Please provide the following contact information for the **lead physician** for this unit (e.g. ICU Director):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please provide the following contact information for the **lead nurse** for this unit (e.g. Nurse Manager):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**CEO AUTHORIZATION**

I have reviewed the Critical Care Information System ‘Change of Request’ form and confirm that it accurately reflects the current critical care capacity in this unit.

\_\_\_\_\_  
 Hospital CEO Name                                      Hospital CEO Signature                                      Date

**CRITICAL CARE LHIN LEADER AUTHORIZATION**

I have reviewed the Critical Care Information System ‘Change of Request’ form and confirm that it accurately reflects the current critical care capacity in this unit.

\_\_\_\_\_  
 CC LHIN Leader Name                                      CC LHIN Leader Signature                                      Date

**PLEASE NOTE: our acknowledgement of your submission does not imply that the request will be approved. A review and approval process follows receipt of the completed application. Applicants will be informed of the outcome of each request via email/letter.**

Completed form with **appropriate signatures** should be returned to:

- 1. Critical Care Services Ontario via fax or email**  
 Fax: (416) 340-4920  
 Email: info@ccso.ca
- 2. Your LHIN CEO or Senior Delegate**
- 3. Your Critical Care LHIN Leader**

## DEFINITIONS

1. **NUMBER OF CRITICAL CARE BEDS:** The normal maximum number of beds in operation outside of periods when beds are closed due to issues such as staffing or infectious situations. The term ‘critical care beds’ refers to adult, paediatric and NICU beds.
2. **NUMBER OF MECHANICAL VENTILATED BEDS:** The total number of beds in your unit that are capable of supporting patients who are invasively ventilated. Note, this should be the normal maximum number of beds that can support invasively ventilated patients and should not exceed your unit’s total bed count.
3. **LEVEL OF CARE:** Defined according to the main criteria of the type of support provided to ventilated patients.

### **Level 2**

Capable of providing service to meet the needs of patients who require more detailed observation or intervention including support for a single failed organ system, short-term non-invasive ventilation, post-operative care, patients “stepping down” from higher levels of care or “step ups” from lower levels of care. These units provide a level of care that falls between the general ward (Level 1) and a “full service” Critical care unit (Level 3).

Level 2 units do not provide invasive ventilation support.

Please Note: Critical care units that provide invasive mechanical ventilation for a short period (for example  $\leq 48$  hours) but need to transfer those patients who require more long-term invasive ventilation to a Level 3 unit are considered Level 2 for the purposes of the service inventory.

### **Level 3**

Capable of providing the highest level of service to meet the needs of patients who require advanced or prolonged respiratory support, or basic respiratory support together with the support of more than one organ system. This is generally considered a “full service” Critical Care unit despite the fact some specialized services may not be available (e.g. dialysis). All Level 3 units are capable of invasive ventilation support.

**For NICU Level of Care definitions please refer to the [2013 Standardized Maternal and Newborn Levels of Care Definitions](#) published by the Provincial Council for Maternal and Child Health (PCMCH).**

4. **TYPE OF UNIT:** Primary mandate of the unit based on the patient population managed in the unit (i.e. medical, surgical, coronary etc.).