

APPLICATION

Code of Practice for Sleep Care in Hospitals



Purpose of the Code:

The Code of Practice for Sleep Care in Hospitals is an initiative of the Sleep Health Foundation to recognise hospitals who demonstrate excellence in the delivery of a sleep-conducive environment to patients. Applications and annual reviews are assessed by a Sleep Health Foundation committee which has expertise in sleep management and hospital experience. The SHF website has several useful resources in its Sleep Care in Hospitals Toolkit section. When hospitals receive Sleep Health Foundation (SHF) accreditation, they will be provided with a Sleep Health Foundation logo, posters, and other digital materials to promote their achievement.

To comply with the Code, hospitals must:

1. Develop a Sleep Care Policy to promote sleep care practices throughout the healthcare organisation.
2. Establish effective governance for the Sleep Care Policy, with Executive Sponsorship
3. Implement Sleep Care “Champions” at local levels
4. Collaborate with healthcare consumers to develop a Sleep Care action plan, with priorities and deliverables
5. Administer a short series of questions on sleep quality and quantity to samples of patients.
6. Designate a night sleep period quiet time (e.g., 10pm to 7am) when practices that promote a sleep conducive environment are implemented. A daytime quiet time is also recommended, but is not mandatory
7. Implement practices that minimise noise during the quiet times.
8. Implement appropriate lighting for the night quiet period
9. Minimise interruptions during quiet times.
10. Actively promote physical and emotional comfort that will help rest and sleep
11. Provide information about the value of sleep health.

Code of Practice for Sleep Care in Hospitals **Application**

Purpose of this Application:

The Code of Practice for Sleep Care in Hospitals is an initiative of the Sleep Health Foundation to recognise organisations who demonstrate excellence in the delivery of services to patients. The purpose of this application is to demonstrate compliance with the Code of Practice.

Instructions:

Please complete all sections of this form. Applicants should provide sufficient information in each section to demonstrate compliance with the Code. Incomplete applications will be returned.

Section 1: Organisation Details and Contact

Organisation Details

Hospital name

Postal Address

Hospital details (name, address, telephone, email) to be covered by this agreement.

Contact Details

Name

Position Title

Telephone number

Email

Section 2: Assessment of submission to be accredited as a Sleep Care in Hospitals:

To comply with the Code of Practice, hospitals must:

1 Develop a Sleep Care Policy to promote sleep care practices throughout the healthcare organisation.

The practices recommended in the Sleep Care Plan should be tailored to meet the healthcare needs of each patient.

- i. Please provide details about how this policy was implemented.*
- ii. Enclose/attach a copy of the Sleep Care Plan.*

★ *If you require more space, please include your response as a separate attachment.*

2 Establish effective governance for the Sleep Care Policy, with Executive Sponsorship.

Please provide details about the Executive Sponsorship and how it was implemented to meet this requirement.

★ *If you require more space, please include your response as a separate attachment.*

3 Implement Sleep Care Champions.

The role of the Sleep Care Champions includes promoting the Sleep Care policy, supporting implementation of Sleep Care practices at a local level, and providing regular feedback to senior management about the extent to which different parts of the Sleep Care Plan are being successfully implemented. Patient and staff feedback is reviewed regularly and at least quarterly by the Sleep Care governance team and Executive Sponsor.

Please provide details about how this was implemented to meet this requirement.

★ *If you require more space, please include your response as a separate attachment.*

4 Collaborate with healthcare consumers to develop a Sleep Care Action Plan, with priorities and deliverables.

Please provide details about how this is implemented.

★ *If you require more space, please include your response as a separate attachment.*

5 Administer a short series of questions on sleep quality and quantity to samples of patients.

The goal should be a sampling of at least 10% of patients every 6 months, rotated across at least three different areas of the hospital. This will allow regular evaluation of the implementation of the Sleep Care Policy by the relevant governance team.

i. Please provide details about how this is implemented.

ii. Enclose/attach a copy of your sleep questionnaire

iii. Please attach the results you have from the latest sample of patients indicating which area of the hospital the sample represents.

★ *If you require more space, please include your response as a separate attachment.*

6 Designate a night sleep period quiet time.

This should be a period of time when practices that promote a sleep conducive environment are implemented. A daytime quiet time is also recommended, but is not mandatory.

Please provide details about your night sleep period quiet time.

★ *If you require more space, please include your response as a separate attachment.*

7 Implement practices that minimise noise during the quiet times.

All the following points should be addressed:

- Staff and patient awareness of quiet times via flyers, posters and other forms of education are promoted.
- During designated quiet times, any announcements over a public address system are minimised and kept out of patient areas, except where emergencies require it.
- Review the number and volume of all noise sources. Where safely possible lower the volume of some auditory signals (e.g., patient call bells, some monitoring equipment). Keep abreast of alternative and/or new technologies providing alternative forms of communication.
- Headphones are available for patients who wish to watch television or use the internet etc during quiet times.
- Noise levels during quiet times in different parts of the hospital are objectively monitored and reviewed every six months. Please state what maximum levels (in dBA) during quiet times are considered acceptable in different areas of the hospital.

i. Please provide details about what and how practices that minimise noise are implemented.

ii. Enclose/attach any evidence of your practices.

★ *If you require more space, please include your response as a separate attachment.*

8 Implement appropriate lighting for the night quiet period.

A lighting level of less than one lux is strongly recommended for patient sleeping areas at night, although a level as close as possible to complete darkness is most desirable. Safety of staff and patients at night must be considered. Automatic lighting with movement sensors may be useful in some areas. Torches should be used by staff in patient sleeping areas during the night period as far as is practicable.

- i. Please provide details about what and how appropriate lighting is implemented.*
- ii. Enclose/attach any evidence of your practices.*

★ *If you require more space, please include your response as a separate attachment.*

9 Minimise interruptions during quiet times.

Staff education to include coordination of clinical activities to reduce the extent to which clinical tasks occurs during quiet times.

- i. Please provide details about what and how interruptions are minimised during quiet times.*
- ii. Enclose/attach any evidence of your practices and/or materials.*

★ *If you require more space, please include your response as a separate attachment.*

10 Actively promote physical and emotional comfort that will help rest and sleep.

All the following points should be addressed:

- Patients know that they can have access to extra blankets, pillows, eye mask and ear plugs to support their sleep health.
- Implement interventions to effectively reduce pain and support sleep overnight.
- Reduce disturbances in patient sleeping areas and promote privacy where possible.

i. Please provide details about what and how these comforts are promoted.

ii. Enclose/attach any evidence of your practices and/or materials.

★ *If you require more space, please include your response as a separate attachment.*

11 Provide information about the value of sleep health.

Both the following points should be addressed:

- Provide staff education about sleep health. Resources from Sleep Health Foundation may be used to support this.
- Distribution of information to patients about what they can do to promote behaviours consistent with the Sleep Care Plan. For example, the SHF fact sheet entitled Hospitals – Towards better sleep while in hospital or similar.

i. Please provide details about what and how this information is provided.

ii. Enclose/attach any evidence of your informative practices and/or materials.

★ *If you require more space, please include your response as a separate attachment.*

12 Any additional practices, information, or materials to support your Code of Practice Application.

★ *If you require more space, please include your response as a separate attachment.*

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Section 3: Certification

The Sleep Health Foundation will provide a letter of approval and a copy of the Code of Practice for display.

Approved Sleep Friendly Hospitals will have their details displayed on the Sleep Health Foundation website and be entitled to use the Sleep Health Foundation Code of Practice for Sleep Care in Hospitals logo in their advertising.

Section 4: Declaration

I agree to the Terms and Regulations of the Sleep Health Foundation Code of Practice for Sleep Care in Hospitals as outlined in this application and certify that the information provided in this application is accurate.

Signature

Date

Print Name

PLEASE RETURN THIS COMPLETED FORM TO:

Sleep Health Foundation
Level 4, 176 Wellington Parade, East Melbourne VIC 3002
admin@sleephealthfoundation.org.au