

WHITING FORENSIC HOSPITAL
Nursing Policy and Procedure Manual

SECTION B: THE NURSING PROCESS

CHAPTER 6: ADMISSION, NURSING ASSESSMENT, NURSING REASSESSMENT

POLICY & PROCEDURE 6.1: ADMISSION OF PATIENT

Standard of Practice:

A Registered Nurse will facilitate the patient's adjustment to the hospital environment through orientation, a nursing assessment, and individualized care processes based on the patient's needs.

Standards of Care:

The patient can expect to have his/her needs assessed by a Registered Nurse and to participate in the development of his/her individualized Plan of Care.

The patient and family can expect to receive information regarding hospitalization, continuing care needs and discharge planning.

Policy:

The Admission Nursing Process will include a Nursing Assessment, completion of Nursing's Initial Plan of Care and an Admission Note.

Procedure:

Triage and admission screening will be carried out within written guidelines specific to each division.

A Registered Nurse and/or other member of the nursing staff will greet the patient and initiate admission procedures.

The Admissions Department will notify physician(s) and Nurse Supervisor of admission. Orient the patient to the assigned RN, Primary Nursing MHA/FTS, Freedom of Movement Policy and Privilege Levels, Tobacco Free Policy, Policies on Personal Property and Valuables, including contraband (sharps, weapons, unauthorized substances) Policies regarding the appropriate use of Seclusion and Restraint and reporting of incidents, concerns and complaints, including allegations of abuse, neglect and exploitations.

The Admission RN will provide the patient with general information concerning their right to make health care decisions, and will advise them that the pamphlet entitled Your Rights to Make Healthcare Decisions, A Summary of CT Law, prepared by Office of Attorney General 2006 **is in their chart and available for review as requested.**

The patient and/or conservator will be given the Advance Medical Directive and Anatomical Donation Form (WFH-407, WFH-407, 4/13, & 407b). This form will be completed by the RN and patient and/or patient and conservator and filed in the legal section of the patient's medical record. If the patient indicates that they have either an Advanced Medical Directive or wish to make an Anatomical Donation, place respective sticker ("Advanced Directive" and/or "Organ Donor") on the binder of the chart.

If the patient indicates they have a Living Will or other Advanced Directive, **The RN will**

inform the Unit Social Worker who will indicate in the WFH Staff section of the Advance Medical Directive and Anatomical Donation form what action was taken to procure the document, i.e. phone call made to family, name of attorney and phone number where document resides, or any other information known as to the whereabouts of the document.

At the time of Admission, the RN will ask the patient if they have an Advance Directive or Anatomical Donation in place. If not, they will advise them that they can speak with the Social Worker about these procedures when ready to do so.

A copy of the Advance Medical Directive and Anatomical Donation form will be given to the patient. If the patient refuses their copy, note on the form that patient refused his/her copy.

The Admissions RN enters the admission data into Web Infrastructure for Treatment Services (WITS)

The unit staff will orient patient to the Clinical Unit. Provide tour of unit, including the location of the bathroom, dining room, nursing station, treatment room, assigned bedroom, and who to contact if issues or concerns arise. The patient will also be oriented to the unit program schedule and level system. Information on mealtime hours, fire alarm response procedures and hand hygiene will be provided.

Unit staff will introduce patient/family to roommate, other patients and staff on unit.

The Admissions RN will begin the Nursing Assessment write a brief Admission Note. The admission RN will also complete the admission checklist (WFH-639) and set up the chart.

The Unit RN will complete chart set up and include data on information boards. Only patient's initials may be used. (See HIPAA De-identifying Policy). Place Allergy sticker on chart if appropriate. Name in admission/census book.

An RN will assist medical provider with physical exam as required

03WFH-639 **WFH ADMISSION CHECKLIST**

Patient Name: _____

New: 01/18

MPI#: _____

☐ Dutcher Services☐ Whiting Services**Date of Admission:** _____ **Unit:** _____

Instructions: Each of the following items is to be signed off as they are completed. Once the form is completed, it is to be submitted to the Head Nurse to be reviewed and filed in the Admission Section of the patient's medical record.

<u>Date</u>	<u>Staff</u>	Registered Nurse to Complete:
_____	_____	Notify: Admitting Physician, medical provider and Nursing Supervisor of admission
_____	_____	Obtain routine admission orders
_____	_____	Complete routine lab slips: EKG, EEG, Chest X-ray, Diet order, and Dental referral
_____	_____	Inform patient of Advance Directive and Notice of Liability
_____	_____	Inform Dietician of Admission
_____	_____	Instruct patient on Standard Precautions
_____	_____	Initiate Nursing Assessment
_____	_____	Initiate Nursing Plan of Care in RMS
_____	_____	Initiate Medication Kardex
_____	_____	Initiate Treatment Kardex (<i>if applicable</i>)
_____	_____	Assign Primary Nursing Staff
_____	_____	Utilization Review Nurse Notified (<i>if applicable</i>)
		Registered Nurse or Designee to Complete:
_____	_____	Record admission in census book
_____	_____	Weigh patient and record weight
_____	_____	Take vital signs and record on the vital sign sheet
_____	_____	Provide admission shower
_____	_____	Orient patient to unit
_____	_____	Provide Patient Rights, Legal Rights, and Visitor's Information. Inform patient about posted flyer on who to contact regarding concerns or complaints including allegations of abuse, neglect and/or exploitation.
_____	_____	Provide Pastoral Care information
_____	_____	Complete property and clothing record
_____	_____	Complete census sheet

Place form as first page of admission packet.***File completed form in the Admission Section of the Medical Record***