

WHITING FORENSIC HOSPITAL
Nursing Policy and Procedure Manual

SECTION B: THE NURSING PROCESS
CHAPTER 8: TRANSFER, ESCORT AND DISCHARGE

POLICY & PROCEDURE 8.2: ESCORTING PATIENTS

Standard of Practice:

Staff will escort patients from one area to another in a safe and secure manner.

Standard of Care:

The patient can expect to be escorted from one location to another in a safe and courteous manner.

Policy:

The patient shall be clinically assessed by a Registered Nurse before he/she leaves the unit. Escorted patients shall be supervised by staff in compliance with Division and Freedom of Movement Policies.

Patient acuity and personal care requirements shall be considered by the Registered Nurse when making staff assignments.

Procedure:

1. Know the patient's name, privilege level, immediate needs, and reason for escort.
For Medical Appointments, know the patient's diagnosis, care needs, and reason for appointment. Know the consultant's name and time of appointment.
2. Provide information to the patient on the planned activity and procedure as appropriate.
3. Verify that patient is appropriately dressed.
4. For Dutcher Units group activities, complete WFH-502b (8.2a) and provide a duplicate copy to the person in charge of the unit.
The Dutcher units also complete a WFH-432 (8.2b) for off-grounds activities or WFH-466 (8.2c) for on-grounds activities, and distribute as designated.

Obtain a sealed "Patient Profile" from the unit Charge Nurse for each patient escorted off-grounds. Return the profile to the unit charge RN when returning the patient to the unit.

If the patient goes AWOL from the community trip, the sealed profile is opened and the information contained therein is provided to the authorities who may be called upon to help retrieve the patient.

The profile contains a patient photo, patient specifics, and guidelines for patient elopement. The profile must remain in the custody of hospital staff at all times and is not given to a Community Provider.

5. Sign-out the patient.
6. Escort patient(s) to the designated location. If patient clinical condition requires transport with more than one staff, transportation by vehicle requires staff to ride in the back seat with patient.

Whiting Unit: Patients must be escorted from the unit through the courtyard. Agency Police will provide custody and transportation for all outside appointments.

7. Remain in physical proximity to patients and be aware of what they are doing at all times.
Never leave a patient alone.
8. **Upon arrival at destination, advise appropriate individual of staff name(s), patient name(s), and reason for being there.**
9. **Before leaving a medical appointment, clarify the need for any follow-up appointments, suggested diagnostic procedures, and/or hospitalization and notify Charge RN upon return to the unit.**
10. **Upon return to the assigned unit, document patient response to the trip/procedure in the patient's medical record.**

Medical Appointment: Upon return from appointment, the staff member documents a note in the patient's Progress Note Section of the medical record. Include: MD statement(s) regarding the patient; patient's care, behavior and response to the appointment; and requirement for follow-up visit.

IN THE EVENT OF PATIENT ELOPEMENT, NEVER LEAVE OTHER PATIENTS UNATTENDED