

WHITING FORENSIC HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION 1 :	PATIENT FOCUSED FUNCTIONS
CHAPTER: 2	Provision of Care, Treatment and Services
PROCEDURE : 3.1	Dutcher Off-Grounds Supervision of Patients
Governing Body Approval:	9/10/18
REVISED:	9/10/18

PURPOSE: To establish patient to staff ratios and supervision expectations in order to ensure patient, staff and community safety during off grounds activities, appointments, court appearance, etc.

SCOPE: All Dutcher Service staff; volunteers

POLICY: Staff will maintain established patient to staff ratios unless pre-approved by the Service Medical Director and Program Manager.

Staff will maintain unobstructed line of sight supervision of patients at all times, with the exceptions noted below, unless pre-approved by the Service Medical Director and Program Manager

PROCEDURE:

Patient to staff supervision ratios will be 2:1 for any activity off hospital grounds, with the one staff driving the vehicle.

Any variance from the 2:1 staffing ratio or decrease in line of sight supervision must be pre-approved approved by the Service Medical Director and Program Manager and noted on the Community Activity Sheet (Form 627).

Staffing ratios may be increased for clinical and/or risk management reasons and will be noted on the Community Activity Sheet (Form 627), including specific supervision needs to ensure staff have necessary information to provide supervision and safety.

Patient Use of Bathrooms: When a patient of the opposite gender to staff is using the restroom, staff must ensure no egress exists within the bathroom and staff must remain immediately outside of the door. Depending on risk factors, staff may need to clear the bathroom prior to patient use or same gender staff may be assigned to trip to accompany the patient into bathroom.

During participation in individual or group therapy session, the patient may be out of line of sight supervision, however, the staff member(s) shall remain immediately outside of the room where the patient is, at all times.

See WFH Operational Procedure 3.2 Dutcher Off-Grounds Treatment Activities for additional information