

RANKIN PARK CENTRE

TRIAL DISCHARGE/DISCHARGE CHECKLIST

**** Communication is the key to a successful discharge****

REHABILITATION ACTIVITIES COORDINATOR RESPONSIBILITIES

- Record in communication book, date and time of discharge. If you know how patient is to be transported also write this under their discharge date and time.
- Advise RMO of pending discharge and ask for discharge summary and script to be written as soon as possible.
- Fax script to pharmacy or if Webster pack required, fax to patient's local pharmacy, (see protocol for obtaining community webster pack)
- Follow up appointments as discussed at Case Conference.
- Community Nurse referral (if needed) – appropriate for patients with wounds, catheter care, etc.
- Need for continence aids – work out PADP or Life Solutions – supply provided for short term.
- FIM/SNAP data.

ALLOCATED NURSE RESPONSIBILITIES

- Discharge medications checked on return – quantity and right drug.
- Notify allied health of discharge – ask for any reports or referrals (they usually send their own).
- Check all equipment has been supplied/in place.
- Nurse's discharge letter.
- Inform family to contact hospital at end of trial discharge.
- Supply of dressings (if needed).
- Copy of Day Hospital information (if needed).
- Discharge Property Checklist – checked and signed. (May need to ask family to take home bulky items the day prior to discharge.)
- Return to patient-Private x-rays/scans, advance care plan documents, and "MY HEALTH RECORD" if applicable