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

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Created - March 2007