

ADMISSION CHECKLIST

Patient's name:

CORDELL SIMON

Date of Admission

16/

	Initials	Date
Documentation and actions before admission	C-D	16/8/16
Named Nurse allocated	✓	✓
SHO or doctor on call informed about admission and time agreed to see patient, clerk Admission and do Medical Examination and paper work.	✓	✓
Consultant/CMHN informed about admission		

Admission	Initials	Date
Patient/Relative welcomed and oriented on ward. Informed on visiting, Protective Engagement and meal times	✓	✓
Patient shown to room, advised on fire procedure, information leaflets and recovery pack.	✓	✓
Patient risk assessed and level of Observation determined. Update risk assessment	✓	✓
Inform nearest relative		✓
Check/record valuables and contraband	✓	✓

Actions following admission	Initials	Date
Named Nurse board completed	✓	✓
White board completed: Name/D.oA/Section status/ Observation status	✓	✓
Valuables recorded and taken to General Office	✓	✓
Physical observations at admission completed in RiO Core Assessment: BP, P. Temp, BM, BMi, Hearing, Sight, Teeth, Smoking; nutritional screen and special diet requests	✓	✓
If patient is admitted under MHA 1983: <input type="checkbox"/> Sec 132 form explained/ completed	✓	✓