

8/16

Documentation following admission	Initials	Date
Patient's details completed in Admission book	✓	✓
Patient admitted on bed view page of RiO	✓	✓
Personal details checked/completed on RiO, including contact details Next of Kin/relevant friends/family members/other dependents.	✓	✓
Patient's GP details checked/recorded on RiO	✓	✓
Complete Social inclusion		
Complete New HONO's		
Patient registered on ward 'Hourly Rounds Checklist'	✓	✓
Admission Care plan completed and agreed with service user. Service user sign and given copy.	✓	
Risk assessment reviewed on RiO	✓	✓
Consent form completed on RiO and signed by patient.' Traffic Light' amended.		
Ethnicity put on RiO. If on section Ethnicity form sent to MHA office.		
Core Assessment': Is social history/ Care management current? Yes/No <input type="checkbox"/> Care management 'accommodation/housing', 'activities of daily living' and 'finance'		
Welfare checklist to be completed Scan and up loading on Rio		

This form is to be handed over to shift lead completed. Once completed to be scanned on RiO.

(Welfare checklist will be copied on other side of admission checklist)