

ADMISSION CHECKLIST

Patient's name: CONNELL SIMON Date of Admission 16/8/16

Documentation and actions before admission	Initials	Date
Named Nurse allocated	C-D	16/8/16
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.o.A./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 <input type="checkbox"/> Section papers sent to MHA office	✓	✓

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 after every shift until completed. Once completed to be scanned on RiO.

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