Barnet, Enfield and Haringey NHS

Mental Health NHS Trust

**ADMISSION CHECKLIST (HARINGEY ASSESSMENT WARD)**

**Patient's Name:** CORDELL SIMON **Rio No** **Admission Date:** 16/8/16

| AREAS | TASKS | CHECK | PATIENT SIGNATURE |
|---|---|---|---|
| Welcome & Orientation | Patient and relatives welcomed to the ward Patient Shown around the ward by staff | {✓} | |
| | Patient/relatives informed of visiting time, Protective Engagement time, meal times and any other valuable information. | { } | |
| | Ward and patients' phone numbers given to patients/carers. Patient information leaflet, welcome pack and Folder given. | {✓} | |
| | On call psychiatrist or ward SHO asked to see patient. | {✓} | |
| Data and Documentation | Inpatient Identification form completed fully or if partially done, hand over to incoming staff. | {✓} | |
| | Initial Assessment Forms completed (Admission Pack). | {✓} | |
| | New Risk Assessment, Clustering Form and Social Inclusion completed. | { } | |
| | Baseline blood pressure, temperature, pulse, Sp02 on air, weight, BMI, Waist, and Nutritional risk assessment done. | {✓} | |
| | Admission entered in Ward's Admission book: | { } | |
| | • Consultant's, GP, Next of kin, named nurse ,etc list. | {✓} | |
| | • Staff allocation board. | {✓} | |
| | • Visual Control Board. | {✓} | |
| | • Ward Diary. | ✓ | |
| Nursing Care Plan | Nursing 72hr Care Plan formulated and discussed with patient Care Plan agreed upon and signed by patient and copy given. • Named-nurse allocated and patient informed. | {✓} | |
| Patient's property | Disclaimer Book signed by patient. | { } | |
| | Items given for safekeeping are dealt with in line with Trust policy. | { } | |
| | Patient orientated to use of personal locker/safe. | { } | |
| Sectioned Patient | Rights Leaflet given, explained and Section 132 form signed. Section entered in Sectioned Patients' List. | {✓} | |
| | | { } | |
| Miscellaneous | Next of Kin informed. | { } | |
| | Admission recorded in the 24-Hour Report. | {✓} | |
| | Special Diet requested (if applicable). | {✓} | |
| | Patient's observation level discussed and form signed: | {✓} | |
| | Patient's entered on Ward's Bed Board | {✓} | |
| | Patient, named nurse and RMO names type and put on patient's room notice board: | { } | |
| Handing Over | New patient is handed over to incoming staff and uncompleted I tasks identified. | { } | |
| | | {✓} | |
| Admission Completed by Signature: | | (Haringey ward –April16) | |