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, SpO2 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 tasks identified.	{✓}	

Admission Completed by Signature: (Haringey ward –April16)