



PSYCHIATRIC HEALTH FACILITY POLICY AND PROCEDURES

COUNTY OF SANTA BARBARA
ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

Section - PSYCHIATRIC HEALTH FACILITY

Effective: 4/6/2011

Policy- PATIENT PROPERTY

Revised: 3/23/2011

PHF CEO's Approval

Ann DeBuck

Date:

4.6.11

Executive Medical Staff Chair's Approval

Peter Tilton, M.D.

Date:

4.4.2011

Committee Chair's Approval

[Signature]

(QMPF)

Date:

3.23.2011

Form Ref. NG 3.6

POLICY:

It is the intent of the Psychiatric Health facility to safeguard patient property and maintain unit safety. Patients may have two ranges of clothing, identification, phone cards, a small amount of spending money, as well as reading material, and small personal effects, not of a dangerous nature.

DEFINITIONS: Valuables include, but are not limited to: cash, checks, cards of monetary value (excluding phone cards used during stay), identification documents, and sharps (including knives and other potentially dangerous objects).

PROCEDURE:

Admission procedure:

1. Upon admission, the Licensed Nursing staff (LNS) assigned to the patient will perform a thorough inventory of all belongings and record them on the patient property sheet. The property inspection and check-in will be done during the shift in which the patient arrives.
2. Valuables will be identified, inventoried in front of the patient, and listed on a "valuables" property envelope. This envelope will be sealed and signed by both the patient and LNS.
3. LNS will immediately deliver the "valuables" property envelope to the Administrative Office Professionals (AOP) on duty for logging onto the "valuables" log sheet and placement in a locked safe. *Note: When the AOP is unavailable (nights, weekends and holidays), the Charge Nurse will be responsible for same.*
4. An inventory of valuable property envelopes stored in the safe will be completed each day by the AOP on duty. *Note: When the AOP is unavailable (nights, weekends and holidays), the Charge Nurse will be responsible for same.*
5. The remaining property will be listed on the patient property sheet, signed by both the patient and LNS, and placed on designated clipboard in the nursing station for reference. *Note: If the patient is unwilling to co-sign, this information will be passed to the next shift until a signature is obtained.*
6. Items over and above those allowed on the unit, as enumerated above, will be placed in a paper sack and stapled shut, with a copy of the property sheet attached. The sack will be stored in a locked cabinet on the unit.

7. Patient cell phones are not allowed on the unit, but may be stored in patient's property drawer, located in the nursing station, in order for patients to easily access necessary phone numbers.

° Electronic devices of any kind are not permitted.

9. Caffeinated beverages are not permitted.

Property brought to the client during their stay:

1. Items will be inventoried and properly stored by primary care LNS upon arrival.
2. Items not permitted on the unit will not be accepted by LNS
3. Valuables will be inventoried, stored, and logged (following normal admission procedure above).

Discharge procedure:

1. LNS will escort patient to front desk so that AOP may retrieve and log out "valuables" property envelope from safe. Envelope seal will be broken in the presence of the patient and all items will be returned to them. LNS and patient will co-sign envelope, which will be filed in patient chart. *Note: When the AOP is unavailable (nights, weekends and holidays), the Charge Nurse will be responsible for same.*

2. LNS will review the property sheet and return all items listed. LNS and patient will co-sign property sheet, which will be filed in patient chart. *Note: If patient refuses to sign, it will be noted on property sheet and co-signed by a second LNS.*

3. If during regular AOP inventory checks, valuables are discovered for a patient who has been discharged, the AOP will contact the patient to return property immediately. If this is not possible the Program Manager will be notified.