## PEDIATRIC BLOOD AND MARROW TRANSPLANT PROGRAM

### DOCUMENT NUMBER: PBMT-FORM-001

### DOCUMENT TITLE:
5200 Nursing Admission Checklist

### DOCUMENT NOTES:

---

#### Document Information

- **Revision:** 07  
- **Vault:** PBMT-Form-rel  
- **Status:** Release  
- **Document Type:** Form

#### Date Information

- **Creation Date:** 30 Jan 2019  
- **Release Date:** 15 Feb 2019  
- **Effective Date:** 15 Feb 2019  
- **Expiration Date:**

#### Control Information

- **Author:** MOORE171  
- **Owner:** MOORE171  
- **Previous Number:** PBMT-GEN-012 Rev 06  
- **Change Number:** PBMT-CCR-229

CONFIDENTIAL - Printed by: ACM93 on 15 Feb 2019 08:08:43 am
PBMT-FORM-001
5200 Nursing Admission Checklist

Please do not file this in the blue chart

☐ Set up patient’s room with appropriate size equipment.
  • Code Sheet
  • Proper sized Ambu-bag and mask (attached to O2)
  • Suction set-up x 2 (attached and ready to use)
  • Oxygen flow meter (10-15 liters flow) x 2
  • Partial rebreather
  • Plastic Kelly Clamps
  • Functional cardiac monitor and pulse oximeter

☐ Make sure room is clean.

☐ Make sure the following are available and functional: stethoscope, thermometer, appropriate size electrocardiogram (EKG) leads, EKG cable, blood pressure (BP) cuff, BP cable, oxygen saturation (SaO2) cable with sensor attachment.

☐ Stock drawers and cabinets as needed with cannulas, caps, alcohol wipes, gloves, thermometer covers, alcohol foam, hospital-provided disinfectant wipes, co-flex, needles, flushes, Pulse Ox stickers, masks (adult and child, if appropriate).

☐ Stock room with items appropriate for patient: urinary, diaper pan, diapers, wipes, mouth care swabs, medicine cups, bath basin, and hats for bathroom.

☐ Have the Health Unit Coordinator (HUC) order isolation cart for patient, if needed.

☐ Ensure there is an Intravenous (IV) pole with pumps available, and that they are clean.

☐ Admit patient to EKG monitor using patient’s CSN number and change parameters and settings according to patient’s age and orders.

☐ Once patient arrives, the nurse (RN) can release signed 5200 Admission order set.

☐ After patient arrival, an Attending Physician must sign and release the “OK to treat” treatment plan in the electronic health record.

☐ After the physician has done this, the RN must sign and release the “OK to treat” in the electronic health record.
• RN notifies the pharmacist the “OK to treat orders” have been signed and released. The pharmacist will then release all of the orders in the patient’s “Treatment Plan”.

• RN verifies all orders against the patient’s roadmap with another RN, ensuring the medication orders, patient MRN, patient weight and height match.

• Draw admission labs per admit orders.

• Ask if patient has a port, and access if they do.

• Obtain patient’s height, weight, and head circumference (if applicable) which must be verified and signed by 2 nurses on Admission Navigator in the electronic health record. Verify the patient’s weight and body surface area (BSA) and make sure there is no more than a 10% deviation from chemotherapy order weight and BSA.

• Complete patient documentation in the “Admission Navigator” in the electronic health record.

• Assess BMAT score and Fall Risk. Document those values in the electronic health record as well as on the BMAT card outside the room.

• Initiate appropriate Plan(s) of Care in electronic health record.

• Begin patient teaching and initiate education record in the electronic health record, ensuring to document the learner assessment.

• Review patient’s allergies and history, making sure to “Mark as Reviewed” in the electronic health record.

• Review “Prior to Admission Medications” and chart accordingly to each medication listed.

• Chart patient belongings at bedside.

• Complete all admission screening, including Peds Health Screening, Cognitive Functional Screening, Immunization Status, Reconciliation of Home Medications and Discharge Planning Review Sheet.

• If patient is greater than (> ) 18 years of age, verify that Advance Directives have been addressed and document in the electronic health record. If patient would like more information about Advanced Directives notify the patient’s Social Worker.

• If patient has a North Carolina Durable Power of Attorney or North Carolina Living Will, a copy of this should be placed in the file for Medical Records and one copy should be placed in the patient’s chart by their room within 12 hours of admission. If this is not possible, offer the patient the opportunity to complete a new Advance Directives.
☐ Verify that patient and parent/caregiver or legally authorized representative(s) have received a Parent Handbook from their Nurse Coordinator and it was brought with them to the hospital.

☐ Review rules of the Hope Lodge Connection with the patient and parents/caregivers or legally authorized representative(s).

☐ Orient patient and parent/caregivers or legally authorized representative(s) to nurse call system, bathroom procedures, monitoring frequency, room and unit routines, including daily lab draws and explain lab results can be printed for parents/caregivers or legally authorized representative(s).

☐ Explain 5200 primary nursing to patient and parent/caregivers or legally authorized representative(s).

☐ Initiate mouth care regimen and provide mouth care handouts.

☐ Discuss the immunocompromised, lactose-controlled diet with the patient and parent(s)/caregivers or legally authorized representative(s).

☐ Explain central line care and peri-rectal care.

☐ Explain isolation precautions, if applicable.

☐ Discuss anti-emetic regimen and patient’s history of use.

☐ Discuss patient’s history of pain medication use.

☐ Write an admission note in the electronic health record.

☐ Verify that all patients have a code status documented in the electronic health record, and are wearing their hospital patient identification armband.
# Signature Manifest

**Document Number:** PBMT-FORM-001  
**Title:** 5200 Nursing Admission Checklist  

All dates and times are in Eastern Time.

## PBMT-FORM-001 5200 Nursing Admission Checklist

### Author

<table>
<thead>
<tr>
<th>Name/Signature</th>
<th>Title</th>
<th>Date</th>
<th>Meaning/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sally McCollum (MOORE171)</td>
<td></td>
<td>30 Jan 2019, 12:58:02 PM</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### Medical Director

<table>
<thead>
<tr>
<th>Name/Signature</th>
<th>Title</th>
<th>Date</th>
<th>Meaning/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joanne Kurtzberg (KURTZ001)</td>
<td></td>
<td>31 Jan 2019, 08:48:26 AM</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### Quality

<table>
<thead>
<tr>
<th>Name/Signature</th>
<th>Title</th>
<th>Date</th>
<th>Meaning/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bing Shen (BS76)</td>
<td></td>
<td>31 Jan 2019, 10:21:02 AM</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### Document Release

<table>
<thead>
<tr>
<th>Name/Signature</th>
<th>Title</th>
<th>Date</th>
<th>Meaning/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Betsy Jordan (BJ42)</td>
<td></td>
<td>01 Feb 2019, 09:47:04 AM</td>
<td>Approved</td>
</tr>
</tbody>
</table>