**DOCUMENT NUMBER:** PBMT-FORM-002

**DOCUMENT TITLE:**
RN Discharge Checklist

**DOCUMENT NOTES:**

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**Document Information**

| Revision: 03 | Vault: PBMT-Form-rel |
| Status: Release | Document Type: Form |

**Date Information**

| Creation Date: 22 Jan 2019 | Release Date: 15 Feb 2019 |
| Effective Date: 15 Feb 2019 | Expiration Date: |

**Control Information**

| Author: MOORE171 | Owner: MOORE171 |
| Previous Number: PBMT-GEN-063 Rev 02 | Change Number: PBMT-CCR-231 |
PBMT-FORM-002
RN Discharge Checklist

☐ One to two days before discharge, ensure that patient’s family or legal guardian(s) has already filled prescriptions for discharge meds.

☐ Check with Discharge Planner that all bottles of medicines have been reconciled to discharge medication list.

☐ Check with patient’s family or legal guardian(s) to see if any supplies or equipment are needed for discharge and whether those have been set up by the Discharge Planner.

☐ Ensure that a caregiver has the patient’s home Medication Administration Record (MAR), new prescriptions and all patient belongings.

☐ Ensure that a caregiver has signed their After Visit Summary (AVS). Ensure that the family or legal guardian(s) has been given the Pediatric Blood and Marrow Transplant (PBMT) discharge handbook.

☐ Provide parent(s) or legal guardian(s) with patient belonging bags and locate a cart to assist with carrying their belongings downstairs.

☐ Obtain a wheelchair, if needed by the patient.

☐ Assist family or legal guardian(s) in returning any borrowed items, including laptops and pagers.

☐ Review skills (lab draws, dressing changes, cap changes) that parents will be performing at home and address any concerns. Document any teaching in the electronic health record under Education.

☐ Ensure that confetti is available.

☐ After the patient has left, complete the Discharge Navigator in the electronic health record and “Complete the Day” for any patient with an open treatment plan.

☐ Complete all charting in the electronic health record, including resolving all education points and all pertinent care plans, document “Patient Belongings Returned,” as well as writing a discharge note.

☐ Discharge patient from the EKG monitor.

☐ Discard respiratory equipment, suction equipment, and any used or open supplies.

☐ IN ISOLATION ROOMS ONLY: throw away supplies out of drawers and cabinets.

☐ Clean thermometer and stethoscope, and then place both in chart box outside of room.

☐ Erase BMAT score and falls risk status from card on chart box.

☐ Remove IV lines from pumps. Clean pumps and pole or ensure that it has been done by Environmental Services (EVS). Leave pole in room.

☐ Remove any pumps that are due for maintenance and place in soiled room.
☐ Empty patient’s refrigerator.

☐ Identify any repairs/painting that need to be done and notify maintenance.

☐ If room is a terminal clean, call or have the Health Unit Coordinator (HUC) call Maintenance (684-3232) to have refrigerator removed from room and defrosted.

☐ Instruct the HUC to call EVS to begin room and floor cleaning. If patient was on isolation or room is due for a terminal clean, have the HUC call for Tru-D SmartUVC ultraviolet disinfection. After those steps have been completed, call for an EVS supervisor to perform a room check with the charge nurse or nurse designee to ensure the room is properly cleaned.

☐ Once room has been checked off by a nurse and EVS Supervisor, call maintenance to have the filter changed.
# Signature Manifest

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**Revision:** 03  

All dates and times are in Eastern Time.

## PBMT-FORM-002 RN Discharge Checklist

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