

## PENARTH WARD - ADMISSION CHECK LIST

### Registered nurses to initial each box

Pre -admission assessment available	YES	NO	
Suitability for Penarth Ward indicated in pre-admission assessment	YES	NO	
Medical records aware of admission	YES	NO	
Date and time of admission agreed with Ward Manager and reception	YES	NO	
Date of pre-admission CTM	YES	NO	
Ob's and leaves prescribed	YES	NO	
Method of entry into the clinic	YES	NO	
Room identified prior to admission	YES	NO	
Key present for identified room	YES	NO	
R.M.O. to be informed of date and time of admission to ensure appropriate medical presence	YES	NO	
Staff allocated to complete admission and property	YES	NO	
Statement of Particulars completed on admission	YES	NO	
Patients rights read to him and a copy of appropriate leaflet provided.	YES	NO	
Missing patient forms completed x 3	YES	NO	
All relevant paper work faxed to MHA Department (Statement of Particulars, Rights, Legal Documents etc)	YES	NO	
Original copies of paper work given to the Ward Clerk for processing	YES	NO	
3 Photo's taken of patient on admission for the Missing Patient Forms	YES	NO	
Admission process and property processed on day of admission	YES	NO	
Physical examination completed	YES	NO	
Room key given to patient	YES	NO	
Pat down search before entering ward completed	YES	NO	
Role and function provided to new admission	YES	NO	
Available activities explained	YES	NO	
Medication chart written up	YES	NO	
Primary Nurse identified and CPA secretary informed	YES	NO	
Drug testing	YES	NO	N/A
Alco meter required	YES	NO	N/A

Base line bloods completed	YES	NO	N/A
Clinical ob's completed	YES	NO	N/A

Staff Nurse Name:.....

Staff Nurse Signature:.....

Date:.....