|  |  |  |  |
| --- | --- | --- | --- |
|  | |  |  |
| *Name:* | Resident Personal Belongings | *ID:* |  |

1. SCOPE

This policy and procedure applies to the residents and staff working in personal care and nursing care.

1. DEFINITIONS

None

1. SUPPORTING DOCUMENTS *(select one)*



1. PROCEDURE (ET)
   1. We encourage residents to have their personal clothing and possessions as health and space permits. We provide reasonable provisions for accessible storage of seasonal items that cannot be accommodated in the resident’s room. A list of suggested needs for personal care and nursing care is provided prior to admission.
   2. Storage Space for Resident Personal Belongings
      1. Storage space for resident personal belongings is limited. Seasonal clothing and some personal possessions may be stored comfortably.
      2. Furniture pieces which cannot be accommodated comfortably in the resident’s room must be held by the resident’s responsible party or arrangements made with a community storage company to remove these items.
   3. Removal of Personal Belongings When a Resident Moves
      1. Should a resident move within the campus into a room that will not accommodate furnishings, the resident will be responsible to work with staff to coordinate the move.
   4. Removal of Resident Belongings Upon a Resident Discharge or Death in Personal Care and Nursing Care Facility (Please see Policy Nurse-044)
   5. Nursing Care Facility Resident Personal Property Inventory and Labeling
      1. Resident valuables and personal items will be inventoried on the day of admission by the nursing staff. Form #079 Inventory of Resident’s Personal Property (attachment A) includes valuable/personal items.
      2. The resident and the next of kin are encouraged by the staff to mark all items with the resident’s name. These items include clothing, dentures, glasses, hearing aids, walkers, canes, wheelchairs, and scooters.
      3. All clothing items not marked with a resident’s name will be labeled by the environmental services staff at the first laundering.
      4. Resident items and seasonal clothing will be boxed by the resident and stored. The items can be retrieved with an e-mail to Housekeeping.
   6. Donated Items
      1. In event a resident dies and a family donates items:
         1. All donated items must be sent to Housekeeping
         2. Housekeeping will follow up with appropriate placement of items. For example, electrical and durable medical equipment will go to maintenance for inspection and clothing will go to laundry for name removal and cleaning, etc.