

# Safety and Security of Patient Personal Items

## Purpose

This procedure defines a process for the safekeeping of patient personal items that require removal for a medical imaging (MI) procedure or exam

## Site Applicability

This procedure is applicable to all Medical Imaging (MI) departments within Fraser Health (FH), Providence Health Care (PHC), Provincial Health Services Authority (PHSA) and Vancouver Coastal Health (VCH).

## Practice Level

Profession	Role
MI Clerical staff	<ul style="list-style-type: none"> <li>Instruct the patient to leave valuable personal items at home when booking MI exams</li> <li>Remind patient that MI is not responsible for stolen/lost items</li> </ul>
MI Technologist/Sonographer, Tech aide	<ul style="list-style-type: none"> <li>Instruct the ward to transport in-patients to MI without personal items</li> <li>Instruct the patient regarding safekeeping of their personal items removed for the MI exam</li> </ul>

## Procedure

- When contacting a patient for a pre-booked exam, staff should advise the patient to leave valuable personal items at home, as MI is not responsible for any lost or stolen items.
- For the patient arriving with valuable personal items and/or items that require removal to perform exam, staff will instruct the patient to remove the valuables from their person and for the duration of the exam:
  - Store their valuables in their personal bag/purse or coat in the procedure room or,
  - Place in a designated area within the procedure room (eg: in a tray marked "Patient belongings") or,
  - Leave their valuables with an accompanying relative or friend, if possible
- For the patient arriving with valuable personal items and locked storage is available, instruct the patient to retain possession of the key to the locked storage unit.  
 NOTE: MRI patients may take designated MRI locker key into the scan room, **if department policy allows**, but it must not be on their person while in the scanner (ie: technologist will direct the patient where to place the key during the scan)
- For an unresponsive patient arriving with valuable personal items requiring removal, the MI staff member will:
  - Remove the patient valuables and enclose items in a sealed envelope. Document the following on the envelope:
    - Patient name
    - Date of birth
    - Ward
    - Item(s) removed

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- Date and time
- Location the valuables were removed (ie: Xray Rm2)
- Initial of staff member removing items
- Initial of person witnessing removal of item(s) if available
- b) After the completion of the MI exam, return the patient valuables to their person if possible. If not possible, staff will:
  - Attach the envelope with patient's valuables to the patient's chart or gown
  - Notify the ward
- c) Document the removal of the items and method of return according to site specific processes.
- d) Patient valuable personal items left in Medical Imaging:
  - i. Staff will attempt to return the item to the patient as soon as possible. If the item(s) has not been returned, it will be stored according to site specific lost and found processes.
  - ii. If the owner of the valuable item left in Medical imaging is unknown, staff will enclose the items in an envelope with the following information and store according to site specific lost and found processes:
    - Date when the item(s) found
    - Location where the item(s) found
    - List item(s) found
    - Initial of staff member who found item(s)

## Related Documents

### Related Policies

- [VCH: Safekeeping of Patient Valuables](#)
- [VCH: Lost and Found Items](#)

### Guidelines/Procedures/Forms

- <https://pulse/work-essentials/business-support-services/Pages/Lost-and-found.aspx>
- <https://connect.phcnet.ca/business-services/finance-services/revenue-services/patient-accounts/safekeeping-of-patient-valuables>
- <https://pod.phsa.ca/workplace-resources/locations/Pages/CandW-Campus,-Vancouver.aspx>

## Definitions

**“Valuables or valuable personal items”** refers to money, credit cards, electronics, jewelry or any personal item of value to the patient

## PROCEDURE

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	2.0	22-FEB-2024	Revise into SHOP format Title change Change from policy to procedure Remove documentation into PACS or RIS system	Elizabeth Jongedijk, Director Professional Practice, Quality & Safety

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