# **Valuables and Belongings in Mental Health Units**

# **Site Applicability:**

PHC Acute Care Mental Health Units at SPH, MSJ, and Tertiary Sites (PASU, 9A, 8C, 2 North, 1 South, Parkview, Alder)

# Scope:

This document outlines the process for checking and storing of patients valuables and electronic devices. The Mental Health Program and individual units are not liable for items lost, broken or stolen on the unit.

\*Please note that patients will have limited access to personal belongings (e.g. clothing) on PASU due to nature of the unit.

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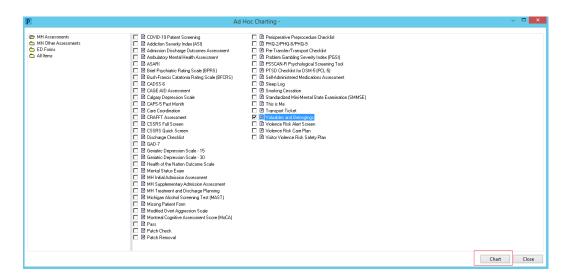
# **Procedures:**

# Valuables and Belongings

- Encourage patients/families to take any unneeded items home when possible.
- Ensure that any cash in the excess of \$100 is immediately taken to the cashiers' for safe keeping and that the receipt is placed in the chartlet or patient belongings, as well as documented in the *Valuables and Belongings* form AND in the *Handoff Tool* under *Actions*.
- Ensure that the Valuables and Belongings form on AdHoc is accurately completed.
- All patient valuables and belongings should be checked and co-signed by 2 staff members.
   One of these staff members must be a nurse. The other staff member may be a clinical support clerk, patient care aide, or ward aide. If this is the case, only the nurse may directly handle patient belongings. The co-signer's initials are to be entered in the Other free text box under Other Valuables/Belongings.
- Ensure that appropriate PPE is worn to check belongings. (e.g. Kevlar gloves if sharps are present or suspected to be present).

# **Completing Valuables and Belongings Form:**

- 1. Open the patient's chart on Cerner.
- 2. Locate AdHoc on the toolbar and find the Valuables and Belongings form under AdHoc.
- 3. Click chart.



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In Progress



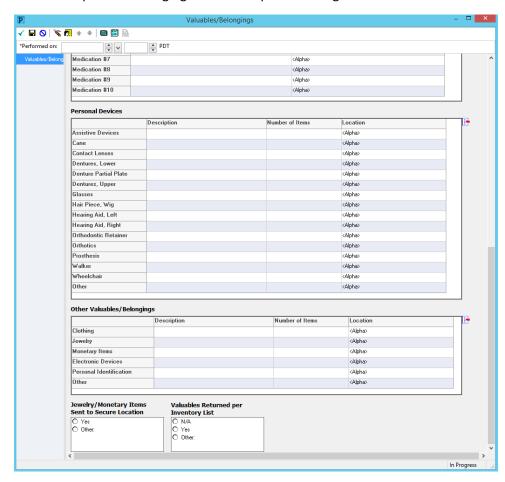
#### STANDARD OPERATING PROCEDURE

Document if patient arrived on the unit with any belongings. Note if any belongings were sent home with a family member. Document if any items were taken from the patient and sent to security or otherwise securely sealed. (See policies Search of Inpatient Rooms and/or Belongings and Possession of Controlled Substances for Personal Use) \_ 🗆 × Valuables/Belongings ✓ ■ O | < 7 ← + | ■ □ □</p> Valuables/Belongings Does patient have any valuables/belongings with them? Patient instructed to send all items home with the Special circumstances including unconscious/incapacitated patients, patients coming for day surgery. exception of personal assistive devices? O Yes O No O Yes; Items sent home with relative or friend If patient unwilling or unable to send items home with relative or friend, ensure that patient has signed a "waiver of responsibility for valuables" form. Yes; Pt unwilling, or unable to send items home with relative or friend 1. Check YES if patients have belongings with them. O No; special circumstance **Patient Search Completed** Reason Patient Search Not Completed Please refer to your site/unit policies and protocols for applicability and guidance related to patient searches. ☐ Not Applicable ☐ Other ☐ Not done
☐ Pockets
Fill out this section if patient was searched by staff/security. Shoes Does patient have any contrabands with them? Contrabands Removed as **Belongings Sent Home With** Belongings Labeled per Policy O Yes O No 2. If belongings were sent home O Other: with a family member, document here. Contrahands Description Sent to Contraband Has the hospital equipment Does the patient have any List any hospital equipment that has been loaned to O N/A O Yes O Other: O Yes O No Home Medications Medication Name/Route Home Medications Sent To Medication #1 <Alpha> Medication #2 <Alpha> Medication #3 (Alpha) Medication #4 <Alpha> Medication #5 (Alpha) Medication #6 <Alpha> Medication #7 (Alpha) Medication #8

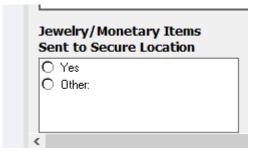
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5. Document all patient belongings in their respective categories.



4. Any jewelry, money, or other valuables put in the *unit safe or sent to hospital cashier* should be denoted in the following box:



(Please select Other if multiple locations are involved and specify where each item was sent)

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# After Initial Documentation or Belonging Removal/Addition

- Any item added or removed (e.g. sent home) must be recorded on the valuables and belongings form. Include the date the item was removed from the units' possession.
- When the patient is transferred to another inpatient unit (e.g. PASU to 8C/9A/2North), all belongings and valuables must be rechecked by two staff and compared to the initial valuables and belongings form. Checking staff must also initial the form after this recheck.
- Ensure prior to handing valuables out into patient possession that they understand the risks of such items being on the unit and that the hospital will not be responsible for lost or stolen goods that are within patient possession.
- Please see the <u>Therapeutic Leaves DST</u> for how to sign out patient belongings if a patient chooses to take personal items out on pass.
- On discharge review the patient belongings list with the patient and check off "valuables
  returned per inventory list" to sign that the patient acknowledges that all of their belongings
  have been returned.

aluables Returned per nventory List	
O N/A O Yes	
Other:	

# **Electronic Devices:**

- Nurses are to utilize their discretion as to the appropriateness of using devices with cords on the unit as per the safety risks of the unit at any given time.
- Please note in *Handoff Tool* if a patient has a personal electronic device (e.g.: radio, game device, etc) at bedside.
- No electronic devices with camera or recording capacity are allowed to be utilized on the unit unless ordered. See following bullet point.
- Personal cell phone use is only permitted in certain areas of each unit during restricted hours
   and with explicit orders from the patient's most responsible psychiatrist. Personal phone use
   remains at discretion of the patient's most responsible nurse.
- All electronic devices should be turned into staff by 2200 hours.

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# **Related Documents:**

<u>BD-00-07-41007</u> - Therapeutic Leaves (Mental Health and Substance Use)

<u>B-00-11-10124</u> - Search of Inpatient Rooms and/or Belongings: Inpatients at Mount St. Joseph and St. Paul's Hospitals

<u>B-00-11-10258</u> - Possession of Controlled Substances for Personal Use

# References:

Marzano, S. (2022). *Improving Inpatient Belonging Process to Eliminate Reimbursement Costs and Improve Patient Satisfaction* (thesis). Retrieved from https://d-scholarship.pitt.edu/42613/.

Tu, Allan, "Tracking Patient Belongings to Decrease Cost" (2014). *Master's Projects and Capstones*. 72. https://repository.usfca.edu/capstone/72

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APPROVALS							
Program Director				Nov 15 2023			
Patient Care Manager				Nov 10 2023			
DEVELOPERS/OWNER							
Developer Team Members		Clinical Nurse Leaders Mental Health					
		Nurse Educators Mental Health					
REVISION HISTORY							
Revision#	Description of Changes		Prepared by	Effective Date			
00	Initial Release			Sept 30, 2013			
01	Reviewed			June 2017			
02	Revised			Nov 20 2023			

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