

Weisman Children's Rehabilitation Hospital (WCRH)

Administrative Manual

SUBJECT: Documentation: Patient and Family Education NO: AM 6.28

EFFECTIVE DATE: 8/02

PAGE 1 of 2

REVIEWED/REVISED 3/03; 6/04; 11/04; 4/05; 4/06; 6/06; 4/07; 1/08; 1/09; 1/10; 1/11; 1/12; 1/13; 1/14; 1/18; 1/21; 1/24

PURPOSE:

To summarize procedures followed by clinical staff in documentation of education provided to patients and their families.

POLICY:

1. Upon admission, patients and families are oriented to the rehabilitation program and the purpose of each service or intervention by the providers.
2. The interdisciplinary teaching checklist will be included in the admission packet. This will then be kept in the medical record under the miscellaneous section.
3. Patients are given a "discharge education binder" within 48 hours by social worker. Clinical staff documents instructions, exercise programs, guidelines, precautions and other educational information. Documentation of education is monitored by each discipline and feedback shall be provided to clinical staff. Upon discharge from WCRH, patients/families take this binder home to be utilized as a reference guide and to facilitate communication to subsequent providers upon discharge from WCRH.
4. Families are encouraged to participate in team Conference as an opportunity to ask questions of the team and to participate in developing the plan of care and discharge planning. Case Management documents these sessions in the medical record in the Interdisciplinary Team Care Plan.
5. Families are encouraged to participate in therapy sessions. Teaching sessions are scheduled by the Social Worker and the calendar is distributed to all disciplines. Each discipline documents subject matter and the results of the session.
6. Patient and families shall be invited to attend patient/family education conferences and, as needed, support groups or individual sessions designed to increase their knowledge about their illness or injury, its effects on roles and relationships, strategies and resources.

PROCEDURE:

1. On admission, the unit secretary will place the Teaching Checklist in the patient's medical record under the miscellaneous section.
2. At the time of assessment, barriers to learning and required learning needs of the patient/family for discharge, will be identified and marked off on the left hand side of the teaching checklist.

SUBJECT: Documentation: Patient and Family Education

3. Upon assessment and throughout the patient's stay, additional education needs may be identified and documented on the left-hand side of the checklist labeled "Additional Education."
4. Each discipline will check off the box on page two at the time of evaluation to indicate that services were provided by that particular discipline.
6. Throughout the stay, education will be provided. Staff will date and initial when patient/primary caregivers have initiated and completed the required education for discharge.
7. The checklist will provide documentation of the type of education and appropriate response codes.
8. Prior to discharge each discipline will review the information they provided for completeness.
9. At the time of discharge, the nurse will have the patient/family sign the checklist. A signature on the bottom of the page denotes completion of training and an understanding and review of discharge instructions provided by team members.
10. The original checklist is to be filed in the patient's chart. A copy of the completed checklist will be provided and placed in the discharge binder by the nurse.
11. The original checklist will be utilized throughout the entire hospital stay. Each checklist can accommodate two trainees. If a patient is discharged and re-admitted a copy of the teaching checklist accomplished thus far will be placed in the closed record and the original shall be placed in the patient's new medical record..

Administrator

