

PROCEDURE FOR: Belongings List: Completion of

INTRODUCTION: A belongings list is completed on the following ED patients:

1. All patients admitted to the inpatient units.
2. Psychiatric and alcohol patients on admission to ED.
3. Deaths in ED.
4. Any other patient who in the judgment of the nurse requires documentation of clothing and valuables. (i.e. search of possessions).

PROCEDURE:

ACTION

POINTS OF EMPHASIS

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| <ol style="list-style-type: none">1. Complete the belongings list in the ED electronic record.2. Valuables are listed on the valuables envelop and placed in hospital safe by ED admitting specialists. Notation should be made on the belongings list as to which valuables go to the safe.3. Valuables list must be signed by the patient admitting specialist and a witness. If patient is unable to sign and no family member is present, belongings list is to be completed and signed by two Nurses or 1 Nurse and 1 MA or admitting specialist. | <ol style="list-style-type: none">2. MA or ED Specialist initiates valuables envelope with an inventory of valuables placed in safe.

On evening/night shift the nursing supervisor may be called to pick up valuables and place in the safe. |
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APPROVAL: Emergency Department Standards Committee
Nursing Standards Committee

CREDENTIALS: RN

EFFECTIVE DATE: 6/82

REVISION DATES: 2/94, 6/96, 11/02, 3/06, 9/08