

**ONE OF THE VERY BEST**

**Nursing  
Admission and  
Discharge Sheet**

**For Bedside Registered Nurses**



# Patient Admission Checklist

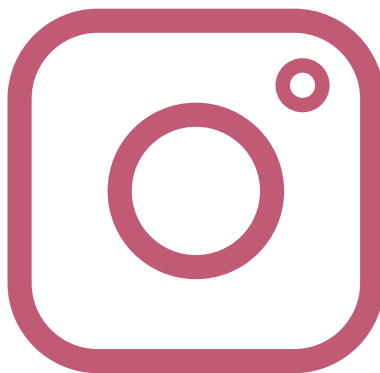
- ☐ Prepare room (VS cuff, gowns, toiletries, urinal/hat, socks...)
- ☐ Always complete the patient belongings list.
- ☐ Check any personal medications in the hospital pharmacy or send them home with patient family)
- ☐ Safe patient identification: check your patient's wristband at each point of care. Ensure the wristband is a your local hospital wristband and not another hospitals wristband.
- ☐ Add pink wristband if appropriate (s/p mastectomy, fistula, PICC
- ☐ Orient patients and family to their room and to the unit
- ☐ Obtain initial vital signs, height, and weight
- ☐ 4H4E skin checks
- ☐ VTE checklist
- ☐ Review with your patient the patient safety video
- ☐ Screen for FLU & COVID shots
- ☐ Suicide Risk Screening (C-SSRS)
- ☐ Admission complete and first assessment performed within 4 hours
- ☐ Add education and care plan in EPIC

# Patient Discharge Checklist

- ☐ Always have the patient confirm the patient belongings list
- ☐ Check for d/c order, and AVS complete!
- ☐ Check for paper RX in patient folder at nursing station.
- ☐ Verify that patient has viewed all relevant GWN discharge videos
- ☐ Ensure home medications, brought into the hospital, are provided at discharge - check medication lock boxes and /or pharmacy
- ☐ Assist patient as needed with prpration for discharge (change of clothing, gathering belonginings and flowers).
- ☐ Discontinue all IV's and drains (unless ordered otherwise).
- ☐ Empty any drains a patient might still have prior to discharge
- ☐ Provide all discharge paperwork including: AVS, SNF discharge, education materials, and prescriptions.
- ☐ Arrange for appropriate transport (i.e. wheelchair, stretcher, etc.) off unit.

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