

SAMPLE POLICY

SAFE ESCORT AND MOVEMENT OF PATIENTS

PURPOSE	To ensure that employees use good judgment when escorting patients to and from the waiting room into the treatment area. It is designated to provide for safe patient movement within and around the facility.
GOAL	Prevent injuries related to patient falls.
DEFINITION	Escort - One or more persons accompanying another to guide, protect, or show honor.
POLICY	(Name of Facility) wants to ensure that its patients are cared for safely, while maintaining a safe environment for employees. To accomplish this, staff must escort each patient into and out of the treatment area.
COMPLIANCE	<p>It is the employee's duty to take reasonable care when escorting patients. Non-compliance will result in disciplinary action which includes:</p> <ul style="list-style-type: none"> • Verbal warning • Written warning • 3 day suspension without pay • Cause of termination
PROCEDURES	When you are ready for a patient, walk up to the patient in the waiting room, assist the sitting patient to stand and walk beside the patient, holding their arm (with the patient's permission) into the treatment area. Never walk ahead of or behind an ambulatory patient.
	Patients are not to remove their shoes for the purpose of being weighed.
	Avoid allowing patients to bend over post dialysis to retrieve belongings, etc
	<p>Always assess the patients condition prior to discharge post dialysis</p> <ul style="list-style-type: none"> • Is this patient at risk for falling? • Are vital signs stable? • Is their gait and balance OK
	Use a wheelchair if the gait is unsteady, difficulty with balance, and/or history of hypotension Are all chair locks secure pre and post treatment.
	Never leave the patient alone until they are in a seated position – pre and post treatment, this includes accompanying them to their vehicle.
	Solicit assistance from medical secretary/receptionist to escort patients out of the treatment area when needed.

	Clean up spills immediately to prevent slipping.
TRAINING	Staff will complete and document that they have received and understand the safe patient escort and movement requirements. The training will be reviewed initially during general orientation and annually
DELEGATION OF AUTHORITY AND RESPONSIBILITY	Facility Director shall <ul style="list-style-type: none"> • Support the implementation of this policy. • Provide staffing levels sufficient to comply with this policy
	Supervisors shall <ul style="list-style-type: none"> • Ensure that employees complete initial and annual training, and are disciplined as required if employees show non-compliance with safe patient escort and movement policy requirements. • Ensure that all patient injuries will be reported in a timely manner
	Employees shall <ul style="list-style-type: none"> • Comply will all parameters of this policy. • Maintain a safe working environment for themselves, co-workers, and patients. • Follow all of the above-mentioned procedures listed under Safe Patient and Movement Requirements. • Notify your supervisor immediately of any patient falls, emergent or non-emergent.