



Discharge Clients from Nursing Services

Purpose

To identify process for discharge of client from Home Care Nursing Services

Applies to

Direct Service Nurses (DSN community, Community Intravenous, Rapid Response, Respite), Nursing Scheduling Clerk (NSC), Nursing Resource Coordinator (NRC), Nursing Administrative Support (AY2)

Note: Palliative nurses will continue to document in EMR file closure document and bands

Policy and/or Operational Directive

N/A

Process

Step	DSN
1.0	Discuss discharge with client and/or client primary contact
2.0	Notify Prescriber of discharge via phone or fax using Community Health Services Communication form. If client is Community or Specialty Coordinated, notify Case Coordinator of nursing discharge.
3.0	Retrieve in-home /clinic nursing file or in-home nursing documents if Direct Service Staff (DSS) services still remain in place.
4.0	Review if WRHA issued equipment still present for Nursing Coordinated Clients. If client still requires equipment, notify NRC. If client no longer requires equipment, contact Logistics to request equipment retrieval
5.0	Assess for retrieval of unused nursing supplies from home.
6.0	For DSN using Procura Mobile, document dated note Type: Progress Notes, Subject: Discharge Summary outlining date of last visit, reason for discharge and who was notified of discharge. For DSN not issued Mobile device, document integrated progress note outlining date of last visit, reason for discharge and who was notified of discharge.
7.0	Complete Nursing Service Change Notification form (SCNF) and affix to client file/documents. Submit to NSC. * For nurses not issued Procura Mobile device, document on SCNF that Paper Integrated Progress note was made.

Step	NSC
1.0	Review SCNF.
2.0	Discharge or terminate (if client deceased) nursing department in EHCR.
3.0	Complete NSC Section of SCNF and provide to AY2 if DSN made dated note in EHCR. If no discharge note was made, provide file to NRC.

Step	NRC Community and Respite
1.0	Review SCNF.
2.0	Document dated note for DSNs not issued Mobile Devices (Type: Progress notes, Subject: Discharge summary) indicating date of last visit and reason for discharge from nursing services.

3.0	Complete NRC section of SCNF.
4.0	Provide SCNF and file /documents to AY2.

Step	AY2
1.0	Merge in-office file with in-home/clinic file.
2.0	Remove NRC as supervisor under client in EHCR.
3.0	Archive client record.

Contact

Nurse Educators

Appendix

N/A