

PRE-ADMISSION:		Initial	Date	N/A
1.	Elder/family is provided the following in the pre-admission package:			
	Welcome Guide			
	• Philosophy and Mission			
	• Bill of Rights			
	• Elder's Admission Agreement			
	• Health Care Directive			
	• Elder Data Base			
	• Safety and security, i.e.: Footwear guidelines, fall management, restraint, side rail and elopement pamphlets			
	• Freedom from Abuse			
	• Respectful Workplace			
	• Protection for Persons in Care pamphlet			
	• Notification Policy and form			
2.	Ensure Notice of Assessment is on file to make financial arrangements.			
3.	Discuss laundry facilities and clothing requirements. <ul style="list-style-type: none"> • Inform designate of \$50.00 labelling fee 			
4.	Order Clothing Labels.			
5.	Have family label/engrave false teeth, glasses, hearing aides (as applicable).			
6.	Switchboard is notified and blue card requested.			
7.	Ensure Medication Reconciliation Form is completed. <ul style="list-style-type: none"> • Check for medications not covered by MB Health, if so, refer to Policy III-130 or have EDS completed. 			
8.	Ensure Physician completes and signs Medical Reconciliation Form and send to Pharmacy.			
9.	Complete Oxygen referral (if necessary).			
10.	Notify designate of Post Admission Conference.			
<p>Signature: _____ Date: _____</p>				

Admission Checklist

ADMISSION:		Initial	Date	N/A
1.	Elder is introduced to staff and other Elders.			
2.	Elder and family are greeted in a warm, friendly manner.			
3.	Admission agreement explained, signed, and placed on Elder's chart.			
4.	Original Health Care Directive forwarded to Medical Records & copy retained on chart (if applicable).			
5.	Process orders.			
6.	Nursing admission data base completed (within 72 hours).			
7.	24 hour Care Plan is completed.			
8.	Integrated Care Plan is initiated.			
9.	Restraint documentation initiated (if applicable)			
10.	Dietary Department is notified.			
11.	Braden Risk Assessment initiated (within 72 hours).			
12.	Dysphagia assessment completed (within 72 hours).			
13.	Clothing is labeled as needed.			
14.	Take Elder's picture – copy med book, door plaque, Care Plan.			
15.	Take picture of glasses (if applicable).			
16.	Make name for doors.			
17.	Send rehab referral.			
18.	Transcribe/Process Standing Orders from Standing Orders for Admission, Form #CPS-02-119.			
19.	Notification Plan Form received and transcribed onto care plan.			
<p>Signature: _____ Date: _____</p>				

Admission Checklist

ORIENTATION:		Initial	Date	N/A
1.	Layout of room shown and key to locked drawer issued (if requested).			
2.	Operation of Elder call system, overhead lights, and electric bed explained.			
3.	Bath routine is explained and preferences are discussed. Operation of tub is explained.			
4.	Elder shown dining room and meal times explained.			
5.	Personal laundry options discussed with elder.			
6.	Procedure for obtaining personal telephones, cable television, etc. explained.			
7.	Elder is shown fire exits and fire procedure explained.			
8.	Provide family members with access cards, if required.			
9.	Explain/discuss complaint process.			
Signature: _____		Date: _____		

RECREATION		Initial	Date	N/A
1.	Enjoy a cup of coffee/tea with the new Elder and family.			
2.	Elder is orientated to physical environment.			
3.	Explain your role to Elder.			
4.	Obtain completed Elder Data Base.			
5.	Show Elder calendar board of events.			
6.	Explain the role of the volunteer.			
7.	Religious and spiritual care and church services explained.			
8.	Handivan consent obtained.			
9.	Photography consent obtained.			
10.	Hairdressing consent obtained.			
11.	Elder Council meeting schedule shared.			
12.	TLC Newsletter is shared with the Elder and designate.			
13.	Discuss petty cash/trust account (suggest \$50.00 per month).			
14.	Leisure Assessment and care plan initiated.			
Signature: _____		Date: _____		

The Northern Health Region does not guarantee the currency or accuracy of any printed policy. Always refer to the electronic Policies and Procedures for the most current version of this document.