

SAFETY ALERT

Safekeeping Of Patient Property / Valuables

"Sharing Lessons Learned"

A recent incident occurred when a patient was admitted and then transferred from one unit to another unit; the patient passed away and his mobile phone and charger were lost.

IMPORTANT REMINDERS

- △ Patients admitted with accompanying adults are encouraged to give the accompanying adults their property and valuables upon admission.
- △ Upon admission, the Admission Officer must inform the patient about the Safe existing inside the room, in which belongings/valuables (*wallet, mobile, watch, ring, etc...*) can be kept, emphasizing that the Hospital will not be held accountable for damages/loss.
- △ In case, the patient has no accompanying relative or is unconscious. The attending Nurse and the Security Shift Supervisor or his delegated Security Man must collect the patient's removed clothing, belongings/valuables, and place the clothing in a plastic bag separately and place other valuables into the <u>"Valuable's Envelope"</u>.
- △ Both bags/envelopes are labeled with the MRN and the patient's name, and the <u>"Patient Property"</u> Form is completed and attached to the sealed <u>"Valuable's Envelope"</u>.
- △ The Nurse and delegated Security shall handover the valuables/patient belongings to Patient Services. The Security designee and Patient Services representative shall sign the Form with the Nurse signing as the witness.





Please ensure that you are familiar with the Safekeeping of Patient Property/Valuables and are following the IPP: <u>NCIPP-10116 SAFEKEEPING OF PATIENT PROPERTY / VALUABLES</u>

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