

# Vermont Psychiatric Care Hospital Procedure

## Patient Personal Effects

Revised: X

Date: 04/07/14

At admission (or return from short visit) the following steps will be followed:

1. During the admission process, before the patient is admitted to the unit, s/he will be searched and scanned for dangerous objects.
2. The staff member assigned to the patient admission will be responsible for recording, with the patient present when feasible, the list of all personal belongings as follows:
  - A. A complete inventory of patient belongings is conducted and described on Form (MS-04-02). All dangerous or overly valuable items (all valuables and money in excess of \$100.00) will be removed and an accurate description of the items will be made. A notation will be made on the Patient Property form indicating the items have been sent to Admissions. Inventoried patient property to be stored in Admissions will be delivered to Admissions immediately.
  - B. Belongings should be described accurately and in as much detail as necessary to identify the item, e.g. “gold-tone” jewelry vs. “gold”, “clear stone” vs. “diamond”, etc. The RN will ensure that the personal belongings inventory is completed.
  - C. If the patient arrives with money, the money will be counted in the presence of two staff members. No more than \$100 may be kept on the unit for any given patient.

Money kept on the unit will be placed in an envelope and signed by both staff members. Any patient money in excess of \$100 will be placed in an envelope, signed by both staff members, sent to Admissions with inventoried patient property, and placed in the safe.
  - D. Inventoried patient property not stored in Admissions will be stored in the Patient Property Room. Form MS-04-02 will be filed in the patient’s chart; the yellow copies will be given to the patient.
  - E. If the patient comes to the hospital with medication, the medication should be counted by two nurses and documented on a Patient Property Form. The medications will be placed in an envelope along with a copy of the Patient Property Form, sealed, signed by both nurses and placed in the locked night closet in the nursing administration area designated for this sole purpose. The white copy is filed in the patient’s medical record; the yellow copy will be given to the patient.

- F. The Copley pharmacist or pharmacy tech will pick up the patient's own medication and transport them to Copley Pharmacy for storage during hospitalization.

**Vermont Psychiatric Care Hospital (VPCH) does not assume liability for any personal effects not listed on the inventory or items which the patient takes with him/her to the unit.**

**Guidance:**

If a patient requests that VPCH store personal effects or belongings in circumstances other than described within this policy, the same care should be taken to completely and accurately inventory the patient's belongings. If stored items are to be maintained in an area other than an area used for storing admitted patient belongings, permission of the Chief Executive Officer is required.

<b>Approved by VPCH Policy Committee</b>	<b>Approval Date: April 7, 2014</b>
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