

 <b>BAY OF PLENTY</b> DISTRICT HEALTH BOARD HAUORA A TOI	Policy Name: <b>Discharge Planning - Inpatient</b>	Policy No:       6.5.1
	File Name:       6.5.1	Issue Date:     Nov 2016
		Review Date:    Nov 2017

## DISCHARGE PLANNING - INPATIENT

### POLICY STATEMENT

It is the Bay of Plenty District Health Board's (BOPDHB) aim that all patients will be discharged appropriately and effectively, at the earliest opportunity, in accordance with the standards set out within this document.

### PURPOSE

- To ensure the safe and appropriate discharge of patients.
- To engage in effective communication and understanding between staff, the client and their family / whanau.
- To identify and manage risks related to discharge.
- To encourage greater co-ordination of the discharge process using multidisciplinary services as required.
- To ensure appropriate transfer of care occurs
- To reduce the risk of unplanned, inappropriate re-admissions.
- To ensure an appropriate length of stay for inpatients.

### EXCLUSIONS

There are no exclusions.

### REFERENCES

- New Zealand Council on Healthcare Standards. Te Taumata Hauora Quality Health. Accreditation Standards for Health and Disability Support Services
- Services Standards. Services Standards for Discharges. A report from the Discharge Standards Working Group. South East Thames Regional Health Authority United Kingdom

### ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 6.5.1 protocol 0 Discharge Planning – Inpatient Standards
- Bay of Plenty District Health Board policy 6.5.1 protocol 3 Discharge - Self Discharge Planning Process
- Bay of Plenty District Health Board policy 6.5.1 protocol 4 Discharge - Emergency Department Electronic Acute Event Summaries
- Bay of Plenty District Health Board policy 6.5.1 protocol 5 Discharge – Issuing Medical Electrical Equipment to Medically Dependent Electricity Consumers
- Bay of Plenty District Health Board policy 6.5.1 protocol 6 Discharge – Dementia Level Residential Care
- Bay of Plenty District Health Board policy 6.5.1 protocol 7 Discharge – Needing Short Term Services (STS) Procedure

Manual Name:    Clinical Policy	Page 1 of 2	NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.
Section Name:   Discharge	Version No: 5	
Policy Steward: Medical Director	Authorised by: Chief Operating Officer	


 Policy Name: **Discharge Planning - Inpatient**

Policy No: 6.5.1

Issue Date: Nov 2016

File Name: 6.5.1

Review Date: Nov 2017

- Bay of Plenty District Health Board Mental Health & Addiction Services protocol MHAS.A1.27 Consumers Absent Without Leave (AWOL)
- Bay of Plenty District Health Board Mental Health & Addiction Services protocol MHAS.A1.31 Discharge from the MHAS
- Bay of Plenty District Health Board Form FM.E4.1 Electrical Equipment – Certificate of Notice of Potentially MDC Consumer Status
- Bay of Plenty District Health Board Form FM.E4.2 Electrical – WINZ Physical Disability Allowance for Electrical Costs
- Bay of Plenty District Health Board Form FM.R10.1 Readmission – High Risk – Patient Assessment Tool
- Bay of Plenty District Health Board Form FM.R10.2 Readmission – Audit Worksheet of Patient Groups (*fillable*)
- Bay of Plenty District Health Board Form FM.R10.3 Readmission – Audit Worksheet of Patient Groups (*blank for printing*)
- Bay of Plenty District Health Board Form FM.S4.1 Self Discharge
- Bay of Plenty District Health Board Form Criteria Lead Discharge (8236) – *viewable only – order from Design & Print Centre*
- Bay of Plenty District Health Board policy 6.9.3 Patient / Client Personal Property
- Bay of Plenty District Health Board policy 2.1.1 Risk Management
- Bay of Plenty District Health Board policy 2.1.3 Hazard Management
- Bay of Plenty District Health Board policy 2.1.4 Incident Management
- Bay of Plenty District Health Board Admission to Discharge Planner (7760) – *viewable only - order from Design & Print Centre*

Manual Name: Clinical Policy

Section Name: Discharge

Policy Steward: Medical Director

Page 2 of 2

Version No: 5

Authorised by: Chief Operating Officer

NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.