



# Rancho Los Amigos National Rehabilitation Center

## DEPARTMENT OF NURSING

### CLINICAL

### POLICY AND PROCEDURE

**SUBJECT:** APPOINTMENTS, OFF-UNIT

**Policy No.:** C123.10

**Effective Date:** 05/1999

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**PURPOSE:** To reduce patient fears and apprehension, confirm patient's understanding and cooperation with the procedure, and ensure safety during transport

**PHYSICIAN'S ORDER REQUIRED:** No

**PERFORMED BY:** RN, LVN, RA, NA, SNW, USA, and Affiliating Student Nurses (under the direction of an RN within their scope of practice.)

#### **POLICY STATEMENTS:**

1. The Transportation/Lift Team will transport patients whenever possible.
2. Patients will be transported with the same level of monitoring provided on their unit e.g., Care Companion.
3. A completed SBAR Ticket to Ride form will be placed in front of the hard chart.
4. The transporter will ensure the SBAR Ticket to Ride form is completed by the sending unit and the diagnostic testing site and returned with the patient to the unit.

#### **PROCEDURAL STEPS:**

Licensed nurses will:

1. Validate diagnostic test orders and complete necessary preparation
2. Document special considerations as necessary when completing SBAR Ticket to Ride form
3. Discuss procedure, process, and sequence with patient.  
**Key Point:** If the procedure requires an "Informed Consent", the physician will discuss and obtain the informed consent prior to the procedure/appointment time.
4. Medicate patient as ordered and document in the Electronic Health Record.  
**Key Point:** If conscious sedation is ordered, patient must be accompanied by a trained RN. Informed consent needs to be sign prior to procedure (refer to policy B815 Moderate and Deep Procedural Sedation in Patients without Controlled Airway).
5. Ensure that appropriate staff transport patient to and from appointment.

Licensed/unlicensed nursing employees will:

6. Remove all jewelry and metallic materials, if applicable.  
**Key Point:** If not possible to remove all metallic materials, inform the Department of Medical Imaging (MRI) where the metal is located.
7. Encourage patient to void or empty urine drainage bag prior to transport.
8. Post procedure, encourage fluids after procedures with contrast media unless contraindicated.

#### **PATIENT / FAMILY EDUCATION:**

1. Discuss procedure, process, preparation, and sequence with patient/family.

**DOCUMENTATION:**

1. Document procedure discussion, patient / family education, medication administration, and any untoward patient response to the procedure in the EHR.
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**References:**

The Joint Commission. (2021). *Comprehensive accreditation manual for hospitals*. PC.01.02.15

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05/99 – Revised  
12/02 – Revised  
11/05 - Revised  
10/08 – Revised  
11/11 – Revised  
9/16 – Revised  
05/18 – Revised  
10/21- Revised