

**OLIVE VIEW-UCLA MEDICAL CENTER  
CLINICAL SOCIAL WORK  
POLICY & PROCEDURE**

**NUMBER: 1318  
VERSION: 1**

**SUBJECT/TITLE: PATIENT AND FAMILY EDUCATION**

**POLICY:** **POLICY:** Education is provided to the patient and family as an integral part of health care in order to enhance the patient’s knowledge, skills and behavior. Clinical Social Work will participate as an integrated partner in this educational process.

1. Medical information and patient diagnosis is under the direct control of the physician. It is the physician’s responsibility to assure that relevant medical information is given in such a manner that it is understandable to the patient/family.
2. The social worker may reinforce this specific information, help the patient and family develop questions they may have for the doctor and provide written and/or verbal materials regarding disease process for patients with whom we work when appropriate.
3. The social worker may provide the patient/family with community resources available to assist patient/family in achieving maximum functioning and to help them cope with the psychosocial aspects of their illness or medical situation.
4. When working with a patient/ family, the social work staff will review the options available to them regarding their illness, services and resources available in the community.

**PURPOSE:** To help patients and their families enhance their knowledge about their medical condition.

**DEPARTMENTS:** All

**DEFINITIONS:** Education to enhance their knowledge, skills and behaviors about the patient’s medical condition.

**PROCEDURE:** Most comprehensive social work encounters will involve patient/family education.

**SUBJECT/TITLE: PATIENT AND FAMILY EDUCATION**

**Policy Number: 1318**

**Page Number: 2**

1. All patient/family education will be documented on the Patient/Family Teaching Record in the patient's medical record.
  
2. All fields on the form must be completed for each educational session.
  
3. When teaching is integrated into a therapy session the teaching should be noted on the Teaching Record and referenced in the progress notes.

References: VC Policy 500	
Approved by: Stephanie Johnson (Assistant Hospital Administrator)	Date: 04/27/2011
Review Date: 5/2/03 JS, 3/18/04 JS, 7/18/04 JS, 5/11/06 JS, 10/1/06 JS, 11/10/07 JS, 3/2/08 JS, 04/27/2011	Revision Date:
Next Review Date: 04/27/2014	
Distribution: Clinical Social Work	
Original Date: 08/05/1993	