

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
MENTAL HEALTH NURSING
POLICY & PROCEDURE

NUMBER: 4985
VERSION: 1

SUBJECT/TITLE: **PSYCHIATRIC EMERGENCY ROOM (PER) NURSING ATTENDANT DUTIES – ALL SHIFTS**

MD ORDER: YES [] NO []

POLICY:

PURPOSE: To describe the duties of the Nursing Attendant working in the Psychiatric Emergency Room, all shifts.

DEPARTMENTS: **MENTAL HEALTH NURSING**

DEFINITIONS:

PROCEDURE:

1. Listens to shift report.
2. Checks task assignment.
3. Checks each patient for presence of an ID bracelet Double checks patient's name and Medical Record Number (MRUN).
4. Checks restraint cabinet at the beginning of the shift, making sure that there are four (4) complete sets of restraints for emergency use.
5. Assists with restraining patients.
6. Checks patients in restraints for comfort, circulatory changes every 15 minutes and documents on the Restraint Management flowsheet.
7. Remains in the Holding Room to assist/observe patients
8. Assists patients with personal grooming needs, shower, shampoo, etc.
9. Makes and cleans beds as patients leave the Holding Room.

SUBJECT/TITLE: PSYCHIATRIC EMERGENCY ROOM (PER) NURSING ATTENDANT DUTIES – ALL SHIFTS

Policy Number: 4985

Page Number: 2

10. Assists with serving meal trays; charts the amount of food eaten. And informs Charge RN if patient does not eat at least 50% of meal. Feeds patient, if necessary.
11. Assists RN/ lab technician with blood work.
12. Takes lab specimens, i.e. blood, urine, stool and sputum to the processing lab.
 - a) Make sure specimen is properly labeled, dated and initialed.
 - b) Place specimen in plastic bag/container and make sure it is properly sealed.
 - c) Make sure lab slips are clipped outside the plastic bag.
13. Accompanies patients to x-rays, clinics, and transfers to the floor.
14. Attends and assists physician in treatment room during physical examination.
15. If needed, stays with patient when transferred to DEM for 1:1
16. Checks vital signs on admission and each shift. Informs RN of abnormal findings . Records intake and output when required.
17. Notifies the Registered Nurse if any patient appears anxious, agitated or shows behavior changes so that appropriate interventions can be made, i.e. medications, verbal interventions, additional support or, if necessary, restraints.
18. Admits new patient to the Holding Room:
 - a) Explain to the patient that staff will search his/her clothing and personal belongings.
 - b) Do a contraband check; remove sharps, medication and put in a separate brown bag and label it“ *Contraband*”
 - c) Itemized valuables, i.e. credit cards, money, checks and list on the valuables envelope. Obtain an RN’s signature for the second employee signature. If patient refuses to sign, obtain a third employee’s signature.
 - d) If illegal or unknown drugs are found in patient belongings, notify the RN. The nurse will notify County Sheriff.

SUBJECT/TITLE: PSYCHIATRIC EMERGENCY ROOM (PER) NURSING ATTENDANT DUTIES – ALL SHIFTS

Policy Number: 4985

Page Number: 3

- e) Fill out the clothing list by itemizing what the patient is wearing, as well as listing any additional clothing or personal items brought in. Print out the completed itemized clothing list in the computer and obtain patient signature. Sign where indicated.
 - f) Obtain signature from patient on Notification of Patient's Admission, Release of Patient Information, Visitor and Telephone forms
 - g) Give copy and advise patient of Holding Room Rules.
 - h) Give copy of the Patient Rights Handbook.
 - i) Provide patient with yellow copy of clothing list and Xerox copy of valuables receipt. Obtain signature from patient of valuables retained, i.e. rings, earrings, etc.
 - j) Obtain urine sample and send to laboratory.
 - k) If a newly admitted patient is directly placed in restraints, make sure he is checked for contraband.
19. Counts large amounts of money with County Police, i.e. \$500.00 or more; accompanies County Sheriff to the Cashier.
20. Is responsible for returning contraband and valuables going with patient leaving the Holding Room, i.e. discharges, transfers to other hospitals, units, etc.
21. If patient is in restraints, documents on the Restraint Management Flow sheet every 15 minutes.
22. Is responsible for putting away valuables and contraband. Logs it in the record book.
23. Signs out valuables and/or contraband to the ambulance when patient is being sent to another facility. Sends valuables envelope to patient financial services if the patient is admitted to OVMC Mental Health units(s) and when money is \$500.00 or more in his/her possession.

**SUBJECT/TITLE: PSYCHIATRIC EMERGENCY ROOM (PER) NURSING ATTENDANT
DUTIES – ALL SHIFTS**

Policy Number: 4985

Page Number: 4

24. Checks the holding room for environmental safety every hour and reports all safety concerns identified during rounds to the Charge RN immediately.
25. Assists primary RN during administration of PRN medication.
26. Checks holding room, bathrooms and showers for soiled linen.
27. Assists with clerical duties as assigned
28. Assists with visiting hours when assigned.
29. Relieves the clerk for lunch break, if needed.
30. Replenishes patient care supplies in holding room
31. Cleans the refrigerator and kitchen.
32. Other duties as assigned by RN

References:	
Approved by: Aurea Jamora (Clinical Nurse Director II)	Date: 03/11/2014
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