

Effective Discharge Planning checklist

- Establish the expected time and date of discharge to identify potential problems which may impact on the patient's discharge.
- Provide details to the patient, their family and carer.

Establish Date and time of discharge



- Determine if the patient has a carer (e.g. family member, friend, neighbour, other). Establish the carer's capability and willingness to assist.
- Involve the carer throughout the discharge planning process.

Carer arrangements



- If there are concerns regarding post-discharge independence or safety, consult an Occupational Therapist or other relevant allied health professional e.g. Physiotherapist, Respiratory Physician, Podiatrist, Dietician, Speech Pathologist.
- Discuss the supply of aids and appliances, and the need for any home modifications.
- Assist with providing or arranging instruction on the use of aids or appliances as necessary.

Mobility and independence



- Confirm with patient/family/carer whether or not community nursing services are already in place.
- Forward a timely referral and discharge plan, with appropriate clinical information, to the community nursing agency.

Community Nursing



- Arrange for sufficient quantities of medication to last until the next consultation.
- Check that the patient understands the purpose, dosage, frequency and side-effects of their medication, and that no confusion exists between past and present medications.

Medications



- Arrange all necessary appointments.
- Provide the patient or carer with written details of the appointments. Ensure relevant clinical information in writing is provided to health professionals.

Follow up appointments



- Discuss expected recovery path and confirm understanding. Provide any necessary or special instructions in writing.
- Arrange the issue of a discharge summary to the patient's GP and referring doctor at the time of discharge, with a copy given to the patient / carer.

Special instructions and Discharge Summary



- Organise transport home and to follow-up appointments as early as possible.
- Otherwise the patient may have the option of claiming reimbursement of travel expenses from the Department of Veterans' Affairs.

Travel arrangements



- Discuss future nutritional needs and
- organise services to meet these if necessary.

Nutrition



- Ensure the patient takes with them any private x-rays, scans, medical documents, medicines as well as all personal belongings.

Patient's belongings

