



Your Discharge Planning Checklist



ANTICIPATED TIME AND DATE OF DISCHARGE

Effective discharge planning begins at the point of admission. It may even start at a pre-admission clinic. 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.



CARERS

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.



MOBILITY AND INDEPENDENCE

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.



COMMUNITY NURSING

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.



MEDICATION

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.



RECOVERY AND SPECIAL INSTRUCTIONS

Discuss expected recovery path and confirm understanding. Provide any necessary or special instructions in writing.



MEDICAL AND OTHER APPOINTMENTS

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.



NUTRITION

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



DISCHARGE SUMMARY FOR THE PATIENT'S GP

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.



PATIENT'S MEDICAL / OTHER PROPERTY

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



TRAVEL ASSISTANCE

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.