

PERSONAL BELONGINGS

PURPOSE:

To allow residents to bring their own clothing. Personal belongings such as T.V.'s, radios, etc., must be registered and serial numbers recorded. All electrical appliances must be checked by the maintenance department before being placed in the patient's room. On admission, a form which releases this nursing home from any responsibility for lost or stolen personal belongings must be signed by the patient and/or responsible party. Items such as furniture, pictures to hang, bedspreads, etc., may be brought by resident/resident representative. Maintenance or administrative staff will check furniture, pictures, bed items for safety and cleanliness.

PROCEDURE:

1. On admission, an inventory sheet on all belongings shall be filled out by the assigned personnel who is putting clothes away.
2. On admission, all belongings such as t.v.'s radios, etc., shall be registered by serial number on the inventory sheet.
3. Patient and/or responsible party will sign the inventory sheet. Also, the assigned personnel shall sign the same sheet.
4. Any personal belongings brought after admission day or taken home will be added or deleted on the inventory sheet by the staff along with the date.
5. All clothing will be identified with the resident's name.

INVENTORY OF PERSONAL EFFECTS N-39 IS ON THE SHARED DRIVE UNDER FORMS