

YOUR BELONGINGS

We care about insuring your dignity and quality of care while you are with us. To prevent loss, damage and or having to search for your belongings, we have provided you with your own *Personal Belongings Case* ® where your belongings are to be placed when they are not on your person.

WHAT WE ARE DOING

Please read the following points to understand what we are doing to keep your belongings safe, secure and out of harms way.

- 1) On admission to the hospital, facility or unit you will be asked if you have hearing aids, dentures or eye glasses. If you have any of these items a *Personal Belongings Case* ® will be given to you and you will be instructed on its use.
- 2) If you have any of those three items it will be clearly noted on your admissions record in the appropriate area.
- 3) A notation may be discreetly visible in or near your room alerting staff of which personal belongings you have.
- 4) At either shift change or meal times the whereabouts of each of these items will be documented. These items will either be on the patient or stored appropriately in *The Personal Belongings Case* ®.
- 5) In the event your hearing aids, dentures or eye glasses are found to NOT be on your person or in *The Personal Belongings Case* ®, an immediate search will be instituted for the item(s).
- 6) The Supervisor in charge will be notified as soon as it is realized the item(s) are missing and an incident report will be completed per hospital policy if the item(s) cannot be found or is found damaged.
- 7) When you are transferred from one unit, department or room to another, the whereabouts of your personal belongings will be documented and a verbal report given to the staff receiving the patient.
- 8) If at any time you decide to let someone take these items, appropriate documentation will be made and the patient or patient's designee will be asked to sign and witness the transfer.
- 9) At discharge from the hospital the disposition, location and condition of these items will be noted by staff and patient or patient's designee.

HOW YOU CAN HELP

Given our added effort of providing a *Personal Belongings Case* ® for your personal belongings and the heightened monitoring of items by nursing and ancillary staff, the final and ultimate responsibility for these items is on yourself and your family. A note documenting that you and your family have been made aware of this policy and the procedures will be witnessed by another hospital staff member, patient or family member.

Patient/Designee Signature

Date

Witness/Staff Signature

Date

