

GENERAL CLINICAL RESEARCH CENTER		Policy No.: 100
Policies and Procedure: GCRC Discharge Instructions		Original Date: 06/07

Purpose: To provide guidelines for subject discharge instructions.

Policy:

1. The GCRC Discharge Instruction form is the official patient discharge instruction.
2. Abbreviations are not to be used when completing the form.
3. Information must be printed or clearly written.
4. Language must be appropriate to the subject's educational and developmental level.
5. Home discharge meds are documented/reconciled on the current medication discharge form.

Procedure:

1. The discharge instruction form is placed in the front of the medical record when the patient is admitted or presents to the GCRC as an outpatient.
2. The staff nurse, study coordinator or principle investigator completes the discharge instruction form.
3. The discharge nurse, study coordinator or principle investigator reviews the information on the form with the subject and assures clarification of any questions prior to having the subject sign the form and leaving the unit.
4. A copy of the form is to be given to the subject and the original remains in the medical record.
5. Any additional discharge forms or paperwork must be given to the subject along with the copy of the discharge instruction form.
6. Upon completion of discharge processing the subject must exit the unit, or arrangement should be made to accommodate the subject until he/she departs.

Completing form:

1. Legibly complete study name, name of the principle investigator, discharge date and time.
2. Complete the contact information for both the study coordinator and the principle investigator (phone number and pager number).
3. Write out any specific discharge instructions without abbreviations.
4. Discharge nurse/study coordinator name must be printed, then signed and dated.
5. After reviewing the instructions and contact information with the subject, have the subject sign, date, and time the form.

References

Comprehensive Accreditation Manual for Hospitals: The Official Handbook, January 2006

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