

Your Discharge Planning Checklist:



A handy checklist to help patients
and their carers safely plan going home



2013-14

NAME: _____

Reason for admission: _____

Your discharge from hospital

During your hospital stay, your doctor and the hospital staff will work with you to plan for your discharge. You and your carer are important members of the planning team. A carer can be a family member or friend who may be helping you after discharge. Below is a checklist of important things you and your carer should know to prepare for discharge.

Instructions:

- Use the checklist early and often during your stay
- Talk to your doctor and the staff (for example, a discharge planner, Age Concern Luton's 'Meet and Greet' staff member, social worker or nurse) about the items on the checklist
- Tick the box next to each item when you and your carer complete it
- Use the notes column to write down important information like names and phone numbers
- Skip any items that don't apply to you

ACTION ITEMS	NOTES
<p>What's Ahead?</p> <p><input type="checkbox"/> Ask the hospital staff where you will get care after discharge. Do you have options? Be sure you tell the staff what you prefer.</p> <p><input type="checkbox"/> If a family member or friend will be helping you after discharge, write down the name and phone number. Ask the hospital staff to contact Next of Kin as soon as possible.</p>	
<p>Your Condition</p> <p><input type="checkbox"/> Ask the hospital staff about your health condition and what you can do to help yourself get better.</p> <p><input type="checkbox"/> Ask about problems to watch for and what to do about them. Write down a name and phone number of a medical contact to call if you have problems</p>	

DISCHARGE PLANNING CHECKLIST

- Use the space called “My Drug List” to write down your prescription drugs, over-the counter drugs, vitamins and herbal supplements.
- Review the list with the hospital staff
- Tell the hospital staff what drugs, vitamins or supplements you took before you were admitted. Ask if you should still take these after you leave.
- Write down a name and phone number to call if you have questions

Your Departure from Hospital and Your Return Home

- If you do not have anybody taking you home make sure you tell the hospital staff to arrange transport
- Make sure you have clean clothing and shoes available before you depart from hospital
- Make sure you ask the hospital staff to inform your care agency of your discharge date as soon as possible
- Tell the hospital staff whether you have enough food at home. If you are concerned about this ask the hospital staff to contact Age Concern Luton’s ‘Meet and Greet’ service. The service can arrange a food parcel or shopping for you
- Do you have cooking facilities at home to prepare meals?
- Make sure you inform the hospital staff about your ‘Meals at Home’ so that it can be re-started when you go home

DISCHARGE PLANNING CHECKLIST

- If you have a house key, request a key safe if you feel that you cannot open your front door to visitors when you are at home
- Are you sure that you have adequate heating and electricity at home?
- Will you require the re-arrangement of any household furniture to help you manage more comfortably at home? E.g. Moving a bed downstairs or generating space for the arrival of a hospital bed

Recovery and Support

- Ask if you will need medical equipment (E.g. grab rails, walking frame). Who will arrange for this? Write down where to call if you have questions about equipment.
- Ask the hospital staff if you require a pendant alarm
- Ask if you're ready to do the activities listed below.
 - Bathing, dressing, using the bathroom, climbing stairs
 - Cooking, food shopping, house cleaning, paying bills
 - Getting to doctors' appointments, picking up prescription drugs
- Ask the staff to show you and your carer any other tasks that require special skills like caring for a wound. Then, show them you can do these tasks. Write down a name and phone number to call if you need help.
- Ask to speak to a hospital social worker or 'Meet and Greet' staff member if you are concerned about how you and your family are coping. Write down information about support groups and other resources.

DISCHARGE PLANNING CHECKLIST

- Talk to our 'Meet and Greet' staff member if you are worried about money, you have insufficient money to pay bills or are concerned about the cost of items while you recover.
- Ask for written discharge instructions that you can read and understand and a summary of your current health status. Bring this information and your drug list with you to your follow-up appointments.
- Use the space called "My Appointments" to write down any appointments and tests you will need in the next few weeks.
- Remember to inform hospital staff if you have any pets that are away from home that you want returned when you arrive home

For the Carer

- Do you have any questions about the items on this checklist? Write them down and discuss them with staff.
- Can you give the patient the help he or she needs? Be realistic about what you are able to do to help. Have you considered whether this is a long-term commitment?
- Talk to the staff about your concerns
- Write down a name and phone number to call if you have questions.
- Get prescriptions and any special diet instructions early, so you won't have to make extra trips after discharge.

My Drug List as of (date): _____

Include prescription drugs, over-the-counter drugs, vitamins and herbal supplements

DRUG NAME	WHAT IT DOES	DOSE	HOW TO TAKE IT	WHEN TO TAKE IT	NOTES

My Appointments

APPOINTMENTS AND TESTS	DATE	PHONE NUMBER

Resources

Your GP Contact Details:

Your Hospital Contact Details:

Follow Up Clinic Contact Details:

The following agencies have information on community services such as home delivered meals:

Age Concern Luton (providing a range of community based services for older people and their carers) – 01582 456 812

Headway (support for adults with acquired brain injuries) – 01582 454 173

Luton Borough Council Social Services (support with care arrangements and plans) – 01582 547 660

Luton Borough Council Telelink (information on assisted technologies, e.g. pendant alarms) - 01582 547 660

Disability Resource Centre (information and advice on a variety of disability and older people topics) – 01582 470900

Luton & Dunstable Hospital Patients Advice and Liaison Service (where comments and concerns regarding your care will be listened to) – 01582 497 990

Meals at Home (offers home delivered meals) - 01582 560433

NHS Luton Walk-in Centre (drop in advice for minor ailments) - 01582 556400

British Red Cross (for assistance with equipment hire, e.g. wheelchairs) - 08444 122 830