

Mental Health – Patient Pass Process for Nurses

In Mental Health, the patient pass is a privilege granted by the Provider. Once ordered, Nurses help ensure that the patient has all the resources needed and adherence to the limits of the pass. This begins with a review of the pass order.

Review Patient Pass Order(s) and Request Pass Medication(s)

1. Locate the patient from the patient list. An orange box around the patient's name indicates that there are new orders. Click the exclamation mark to review the orders.



- 2. Review the Patient Pass Order(s).
- 3. Then click Mark as Reviewed.
 - If the order is **Patient Pass with No Medications**, ensure to review comments and instructions for information such as pass frequency.

Proceed to the next section to continue the workflow

• If the order is **Patient Pass with Medications**, identify the medications that the patient needs to take on the pass. Then, depending on your site-specific policies, perform one of the following:

Dispense Pass Medications

Follow your site-specific workflows to dispense pass medications from the Omnicell.



Request Pass Medications from Pharmacy

1. Navigate to the **Medication Request** page from the Menu. The Medication Request window opens.



2. Select the checkboxes for meds needing Pharmacy dispensing.



- 3. At the top right of the page, enter **Pass Medication** as the reason the request.
- 4. Enter the priority as applicable.

This will apply this reason and priority to all requested medications.

Reason	Comment:				
IV medication	n - different concentration				
Cannot locat	e				
Contaminate					
Wasted by p	auent				
Damaged	lan				
Medication e	rror - extra dose required				
IV medication	n - different diluent				
IV medication - different volume					
Med sca	nning - med not identified				
Med scanning - task not found					
Med sca	nning - barcode damaged				
ADC is out o	fstock				
Change in so	cheduled times of order				
Patient's owr	n med - sending to pharmacy				
Patient's owr	1 med - supply not available				
Provide oral	medication in liquid form				
Provide oral Dass modica	tion				
Flass medica	uon				

5. For PRN medications, enter the amount of medications for the pass (i.e. number of tablets) in the Comment box.



6. Click **Submit** when complete.

Medication Request			
	Apply to Selected Reason: Pass medication	Priority: High	Apply Clear
4 Plans (0)			
4 Scheduled (1)			
Medications			-
OLANZapine, 10 mg, PO, qdaily, drug form: tab, start: 21-Feb-2018 09:37 PST	View History	Reason Pass medicatio V Priority High V	Comment: Patient leaving in an hour
4 Unscheduled (0)			
d PRN (0)			
⊿ Continuous (0)			Submit

- 7. Right-click on the medication as an alternative to the Medication Request from the MAR.
- 8. Select Med Request.



- 9. Populate the Medication Request window as appropriate.
- 10. Select **Pass Medication** as the Reason.





11. Click Submit.

Complete Pass-Related Documentation

Review the pass guidelines and pass medications as necessary with the patient if the patient is bringing meds on pass.

1. Select Nurse Dispense Meds PowerForm from the Ad Hoc folder in the Organizer Toolbar.



TEST, CHARLIE	P	Ad Hoc Char	ting - MHSITTEST, CHARLIE	- D ×
s: Péanuts	 MH Other Arrestments MH Other Arrestments All Itens 	B MH Inligh Admission Assessment B MH Supplementary Admission Assessment B Addition Service () Advectory Assessment B B Addition Service () Advectory Assessment B B B Advectory Admission Bording Outcome Assessment B B B Advectory Admission Service () Advectory B Advectory Dependent One Assessment B B B Advectory Dependent One Advectory B B CASP Advectory Dependent One Advectory B C CASP Advectory Dependent One Advectory B C CASP Advectory Dependent One Advectory B C CASP Advectory	B Pie Transfer/Transport Oneclist B Problem Gaveling Serverby Index (PGSI) B F150 CVC-81 B Sind addres of Merk (PGSI) B Values of Merk (PGSI) B Values and Beingrigs B Values of Ruis Allet Screen	

2. Document the fields as appropriate.

Input a witness as required by your site-specific policies.

3. Sign with the green checkmark and refresh screen.

P Nurse Dispense	- CSTTEST, MHADMISSION					- • •	ĸ
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*Performed on: (05-Mar-2018 🔿 💌 0927 🍥 PST				Bj	: TestUser, Nurse-Mi	н
Nurse Dispense	Nurse Dispense						^
	Name of Medication and Barcode		Ad	ditional Instructions fo	r Medication		
	Olanzapine 10 mg			an zapine 10 mg on ce a day			
	Written Material Given		Me	dication Dispensed to:			
			0	Patient Parent/Guardian Other:			
			wi	tnessed by:			
	Medication Education						
		Verbalizes under	standing Demonstra	tes Needs further teaching	Needs practice/supervision	Comment	
	Med Generic/Brand Name, Purpose, Action	×					
	Med Dosage, Route, Scheduling	×					
	Med Special Administration, Storage	×					
	Medication Precautions	×					
							Ŧ
	•					•	
						In Progress	



Update PM Conversation – Upon Patient Leave

Place the patient on Leave of Absence.

1. Launch the Leave of Absence PM Conversation.



- 2. Populate the mandatory and non-mandatory fields as appropriate.
- 3. Choose **Personal Leave** as the Leave Reason in accordance with the definitions at the bottom of the screen.
- 4. Click **Complete** to record the LOA.

			Leave o	f Absence	
Pomanent Address 966 CHARLE STREET VANCOUVER, British Columbia VEH 2M Canada	15				
ione Phone Number Mobi (604)665-2730	le Phone Number				
ncounter Type Medi epiatient V Page	ical Service Inchiatry V	Registration Date:	Registration Time		
uiding Unit/ GH HOpe Centre V	Cinic: H MIU	Room M011	Red 01 v	Accomodation: . Ward v	
.eave Information save Date: 	re Time	Leave Reason	Leave Location	onve User Name TexIMH, Nurze MH	
List Return Information stimated Return Date: Estim #/###################################	saled Return Time	Hospital Leave Over 24 Hours Hospital Leave Under 24 Hours Other Personal Leave Total of Leave			
eave Comment.	1995				<u></u>
Referent formation Setum Date: Refu	en Time	Return User Name		1	
etun Conmert		TestMH, Nurse-MH			
EAVE REASON Definitions forpital Leave Under 24 Hours: A pair forpital Leave Over 24 Hours: A pater Personal Leave: A patient, occupying	itient, who is admitted to anoth ent, who is admitted to anothe an impatient/residential bed.	her facility for less than the 24 hour o Infacility for greater than the 24 hour Is on a temporary leave from the hos	ensus period. Patient could be a re census period. Patient could be a pital (as in a weekend home visit)	nident in an extended care facility who requires surgical/medical care at an acute care centre. — resident in an extended care facility who requires surgical/medical care at an acute care centre. Spocady with do not exceed 49/27 brau.	
Teal of Living: A patient, occupying an Differ: To capture any leave reason in	n inpatient bed, is on a tempo iot noted in the pick-list. Indic	ary leave from the hospital as a trial ale reason in Leave Comment field.	of living. Typically visits do not exc	eed 72 hours	
				Con	splete Cancel
					the second se

NOTE: This step can be completed by the Unit Clerk.

- 5. Document patient presentation in a Progress Note.
- 6. Click Handoff Tool tab in the Workflow bar.
- 7. Select Other Note Type. The Documentation page opens.

Mental Health Summary	🛛 Handoff Too	al 🛛 🖾	Discharge	23	+
Lines/Tubes/Drains					
Intake and Output	Informal Tea	am Communication			
Labs	Add now action				
Pathology	Add new action				
Home Medications	No. of the second second				
Microbiology C & S	No actions docur	nented			
Microbiology Other	All Teams				
Transfusion History					
Diagnostics	Active Issues	5			
Current Medications					
Orders					
Oxygenation and Ventilation	No results found	d			
Histories					
Create Note		.			
Interdisciplinary Care Plan		•			
Interdisciplinary Rounding S					
incoronocipiinary roomoning o	Substance	Reactions	Category		Status
Nursing Shift Summary	Peanuts		Food		Active

8. Select Nursing Narrative Note from the menu drop down.

Menu	ф.	✓ → ↑ Documentation
Mental Health Summary		🕂 Add 🔟 🔲 🖌
Orders	🕈 Add	New Note X New Note X Lit
Single Patient Task List		
MAR		Note Type List Filter: All (67) Favorites (3)
MAR Summary		Position
Interactive View and I&O		*Note Templates
Results Review		Name 🗸
Documentation	Add	Interdisciplinary Care Plan
Medication Request		Nursing Shift Summary Progress Note
Histories		Nursing Narrative Note
Allergies	🕈 Add	
Diagnoses and Problems		*Date:
		23-Mar-2018 III 1048 PDT
CareConnect		
Clinical Research		*Author:
		T SOMALL PLANT OF LAND 1

Document Medications as Not Given

If there are medications that will be not given to a pass, document them as **Not Given** in the MAR.

1. Doube-click on the medication in the time slot that will be missed.

< > → A MAR				
🎽 ᡝ 🗎				
All Medications (System)	✓ ↓ Thu	ırsday, 01-Marc	h-2018 00:00 P	ST - Thursday,
Show All Rate Change Docu	Medications	01-Mar-2018 21:00 PST	01-Mar-2018 08:54 PST	01-Mar-2018 08:00 PST
Time View	Scheduled			
Scheduled	ेन्न citalopram			10 mg Not given
Unscheduled	10 mg, PO, qdaily, drug form: tab, start: 10-Nov-2017 11:01 PST			within 7 days.
PRN	citalopram			
Continuous Infusions	CloZAPine (cloZAPine (APO or AA PHARMA))			
V Future	12.5 mg, PO, qAM, order duration: 1 day, drug form: tab, start: 2017-Aug-18 08:00 PDT, stop:			

2. In the Charting window, check the medication as **Not Given**. Select **Patient out on pass** for the reason and record your entry.

P	Charting for: PRODBCTEST, JANICE	×
√ 0		
titalopram 10 mg, PO, drug	1 form: tab, start: 01-Mar-2018 08:00 PST	
*Performed dat	tte / time : 01-Mar-2018 🔹 🗸 0859 📮 PST	
*Perfo	ormed by: TestUser, Nurse-MH	
Witn	essed by :	
*citalopram: Diluent : <nor< th=""><th>10 mg Volume: 0 ml</th><th></th></nor<>	10 mg Volume: 0 ml	
*Route :	PO V Site: V	
Total Volume :	0 Infused Over: 0 v	
 01-Mar-2018 0700 PST 	8 01-Mar-2018 01-Mar-2018 01-Mar-2018 01-Mar-2018 01-Mar-2018 0800 PST 0900 PST 1000 PST 1100 PST 1200 PST	•
_		
<		`
V Not Given		
"Keason :	Patient out on pass V	
Comment		
		-

REMEMBER: Record the medications as Not Given throughout your shift while the patient is away.

Update PM Conversation - On Patient's Return

1. Update the **Leave of Absence** PM Conversation to record the patient as having returned from pass.

NOTE:

• This step can be completed by the Unit Clerk.

- If the patient failed to return from pass, initiate AWOL procedures. You can find more information about this process in the AWOL Process for Nurses reference guide.
- 2. Document patient's return in a Progress Note.

Related Topics

- PM Conversation
- Dynamic Documentation for Nurses
- Medication Request

Related Positions

- Mental Health Nurse
- Unit Clerk

Key Words

- Patient Pass with Medication
- Patient Pass without Medication
- Medication Request
- Leave of Absence/LOA