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|  THERAPEUTIC HOME VISITS | NO. 268 |
| POLICY: All residents may be away from the facility for therapeutic home visits as provided by their physician orders or their Treatment Plan. The visit should be for a specific period of time.PROCEDURE: When a resident wishes to leave on a therapeutic home visit, do the following:1. Notify business office of resident's absence. Complete status report and send to each department.
2. Have the resident or family sign the leave of absence form.
3. Notify kitchen if the resident is going to be out for his meal and when he plans to return.
4. If resident is going to miss his medication, you must give the medication to the family.
5. Licensed nurse to pack medications and supplies.
6. Complete therapeutic leave of absence form and have person taking resident sign before leaving.

CHARTING:1. Medication Sheet -- OOP for "Out On Pass" is to be recorded in the place of the nurse's initials for each dose of medication which is not administered due to the resident's absence from the facility. The nurse administering medications is to chart OOP on the medication record for each dose of medication not administered during her shift.
2. Nurses Notes -- An explanation of the therapeutic home visit away from the facility will be made by the nurse on duty when the resident leaves the facility. It will include:
	1. Condition of resident.
	2. Time and date of departure.
	3. Who accompanied the resident and mode of transportation
	4. Reason for visit.
	5. Expected time of release.
	6. Medications and supplies accompanying the resident.
	7. Signature of nurse making entry.

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| Upon return of the resident, the nurse on duty will make the following chart entry: 1. Condition of resident.
2. Time and date of return.
3. Who accompanied resident and mode of transportation.
4. Return of medications and supplies.
5. Signature of nurse making entry.
6. Complete back of therapeutic leave of absence form and have the person returning resident sign back of form.

During the time the resident is absent from the facility, the entry "Out On Pass" will replace the one line charting with the nurse's signature each shift.  |
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