POLICY STATEMENT

Grey Bruce Health Services Mental Health Adult inpatient programs strive to incorporate recovery oriented principles into its policies and standards of care. Where a patient’s clinical condition permits, the care team guides and supports patient’s problem solving, self-care, and discharge planning through the strategic use of off unit privileges and passes.

**Passes and off unit privileges are to be used to:**

* Maintain or re-stablish connection to healthy support networks outside of hospital
* Attend to responsibilities at school, work, home and within the family
* Assess the patient’s judgment, ability to problem solve , and manage stressors within their usual environment, in a structured and time limited fashion
* Practice positive coping strategies and healthy interpersonal behavior outside of the hospital setting.

APPLICATION

This policy applies to all GBHS staff, physicians and volunteers.   
  
DEFINITION OF TERMS

**Unit 4-4 supervised passes**: Where clinically appropriate and staffing permits, patients from the Psychiatric Intensive Care Unit (PICU) may have supervised passes to attend Unit 4-5 activities.   
The patient will remain in hospital clothing and may have time limited access to programming and common areas. The voluntary patient temporarily assigned to a bed in PICU may attend unit 4-5 activities without requiring additional monitoring from inpatient staff.

**Off Unit Privileges and Passes:** These passes generally are for 30 minute duration and may be from once daily up to four times daily. These passes are to allow patients to leave the unit to go to the public common areas of the hospital (i.e. Tim Horton’s, library) or outside for some fresh air on the hospital grounds or on the property boundary. The passes generally start at 0700hrs and are scheduled around unit programming.

**Accompanied Only Passes** and **Accompanied Only off Unit Passes:** These passesrequire the continued support and direction of a significant other and or clinical staff. Non clinical individuals accompanying the patient on an “Accompanied only passes or Accompanied only off unit passes” and are required to be part of the patients’ significant support or clinical network support staff.

**Day Pass:** This pass shall be from 1 hour to up to 2100 hours leaving and returning to the unit on the same day. It is understood that these passes will not commence until 0930 hrs. to allow assessment by assigned nurse and medication dispensing. Nurses will provide medications for a day pass from the ADU.

**Overnight Pass and Weekend Passes:** Length of pass involving at least one overnight and no more than 72 hours to be determined by psychiatrist and patient /family. Patient is expected to return no later than 2100 hrs. on date of return.

Patients on a Form 3 or 4 under the Mental Health Act may be granted off unit passes (as per Section 27 of the mental Health Act R.S. O.) for the purpose of assessing the patient’s readiness to return to the community. These passes may be ordered at the Psychiatrist’s or Nurse Practitioner’s discretion, only after a period of observation and assessment has occurred.

\* Passes are not granted for patients subject to Peel Protocol on discharge.

PROCEDURE

1. **The Most Responsible Physician (MRP)and /or Psychiatrist on Call will:**

* Write orders for overnight passes 24 hours in advance, indicating the applicable date(s) and times, per(see if hospital policy for passes and meds)
* Indicate if the pass is to be accompanied and if so, by whom
* Assign any restrictions if applicable
* Indicate medications including number of PRNs to accompany patient
* Agree to be notified by the assigned nurse if/when pass is withheld , patient fails to

return from pass and provide any further direction if indicated.

1. **The Assigned nurse will:**

* Upon receiving the physicians’ order review it to ensure the requested pass times are indicated
* Fax order to pharmacy if the pass is over 24 hours -If pass is under 24 hours the assigned nurse will prepare the medications to be given to the patient
* If the pass is accompanied contact the identified accompanying person to ensure they are aware of and in agreement with the terms of the pass
* **Prior** to patient leaving for overnight pass the **assigned nurse** will: check the medication pass sent up by pharmacy and document that the number of doses provided to the patient on the MAR
* Assess patient’s mental status to determine if any risk factors are evident and document findings.
* If there are any concerns about safety of the patient going on the pass, withhold the pass and notify the MRP/on-call psychiatrist
* Document why the pass was held and patient’s reaction and that MRP/on call psychiatrist was notified and direction received.

1. **Upon patient leaving for Pass away from Hospital, the Assigned Nurse will:**

* Review the “Information about Hospital Passes” with the patient and the person accompanying the patient and ensure they have a copy to take with them.



* Have patient or accompanying person complete and sign the Release of responsibility for Hospital Leave form.



* Give the pamphlet. Provide collateral information log post pass to the accompanying family/ person for completion during the pass.



* Instruct the patient and family/accompanying person to notify the hospital if the patient’s return will be delayed
* Document the purpose of the pass, departure time, if medications given, if patient was accompanied and by whom, expected date and time of return, that the patient/person accompanying was given pass pamphlet and indicated comprehension of instructions.
* Have unit clerk cancel meal trays for time patient away if overnight.

**While patient is away:**

* Document any contact with patient and/or patient’s family
* Document medication administration delivery on MAR indicating patient is on pass for relevant medication dispensing times.

**When the patient returns:**

* Enquire about and document how patient and or family feel how the pass went, if medications were taken as prescribed , if any medications were returned, time of patient return, collect the collateral information log post pass form to be placed in patient’s health record.
* Search patient belonging for any prohibited items or valuables and if found send home with family or place in safe keeping.
* Notify food services that the patient has returned to the unit

\*All patients with off unit and off hospital grounds passes will sign out and sign back in on the passes log kept at the nurses’ station

**If any patient is overdue returning from pass:**

The assigned nurse will:

* Make reasonable efforts, given the risk potential of the patient, to contact him or her and if necessary the patient’s emergency contact person if person known to off hospital grounds
* Notify the Charge nurse if the patient’s whereabouts or status is still unknown after one hour or less based on clinical judgment or additional information received.
* Advice MRP and request further direction.
* If patient is thought to be off unit **but in hospital** initiate **Code Yellow** process
* If patient is known **to be off hospital grounds** discuss with MRP and charge nurse contacting police for return to unit if patient is on a Form 3 or 4 or informal. If patient is voluntary discuss with MRP considerations of Form 3 completion.