

CARE4 MODULE NAME: PCS

Leave of Absence (LOA)

Overview - Workflow for Nursing, Pharmacy and Clerks when a patient is going on a Leave of Absence starting with physician order. This is typically an overnight/out of hospital leave. Passes and privileges are not included – Refer to Passes and Privileges Tip Sheet.

- Physician order needed for LOA
 - Includes date/time of LOA start and end, and who the patient is to be accompanied by
- LOA order with leave and return date/time prints in dietary for notification to dietary to hold trays

Nursing

- Communication alert displays on the Status Board notifying of the pending leave
 - Acknowledge order from Status board
 - LOA order flows to the worklist
 - Order details can be viewed when acknowledging orders or from the worklist by selecting the O in the ? column
- Nurse to print LOA prescription report for physician to complete
 - Select Site Specific Reports, Select Pharmacy, Select Leave of Absence Discharge Rx
(Refer to end of document for print pathway)
- Once LOA prescription completed and signed, send to pharmacy
- A copy of the LOA prescription should be retained for scanning into patient's chart

Pharmacy

- Pharmacy reviews and prepares medications
Note: Pharmacy converts the inpatient medications to an LOA prescription which changes all inpatient medications to a HOLD status
- Pharmacy will dispense medications to be taken during LOA
- Medications are sent to the inpatient unit just prior to LOA departure
- **GBGH and HHCC only**
- Pharmacy prints LOA medication list and supplies with medications
 - Select Site Specific Reports, Select Pharmacy, Select Leave of Absence Discharge List (Refer to end of document for print pathway)

Nursing

- Review LOA medication orders, add multi-dose medications to the LOA bag/package if applicable
- LOA medications reviewed with patient/caregiver
- Patient Leaves on LOA
- Document LOA Leave of Absence intervention from worklist with details about patient leaving

Bed Management Desktop LOA Function - Nursing/Clerks

- Access the Bed Management Desktop via Administrative, Registration, Bed Management Desktop, then select LOA – see pathway at end of document
- Enter start date and time, type of leave, expected date of return
- Worklist interventions automatically update to HOLD
- Medications on eMAR are on hold



Note: Patient header indicates patient on LOA - LOA displays in brackets behind ADM IN and in front of room/bed

Returning from LOA

Bed Management Desktop LOA Function– Nursing/Clerks

- Access the Bed Management Desktop via Administrative, Registration, Bed Management Desktop, then select LOA – see pathway at end of document
- Select LOA function
- Click Return from LOA in the footer
 - Enter return date/time
- Validate patient header updates LOA status is removed
- Worklist - message appears that the patient has returned from LOA
 - Select Yes to return the hold interventions to active interventions

Note

If a user selects No, or Ask Again Later, then the nurse must access each individual intervention and select interventions to remove from hold

- Any meds that come back with the patient must be collected and returned to pharmacy. If any narcotics, benzodiazepines or targeted substances must be returned according to individual hospital policy

Nursing

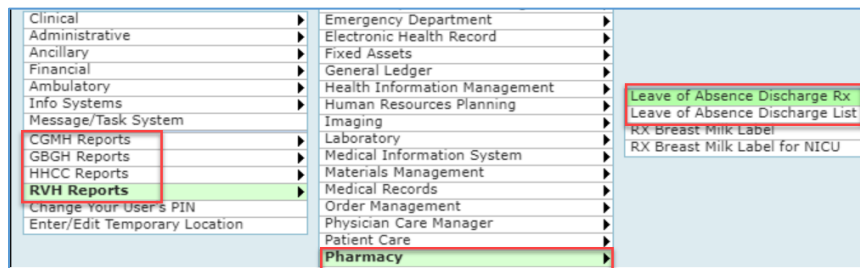
- Document LOA intervention from the worklist with return from leave details
- Change the status of LOA assessment to Complete which completes the OM LOA order

Nursing/Clerks

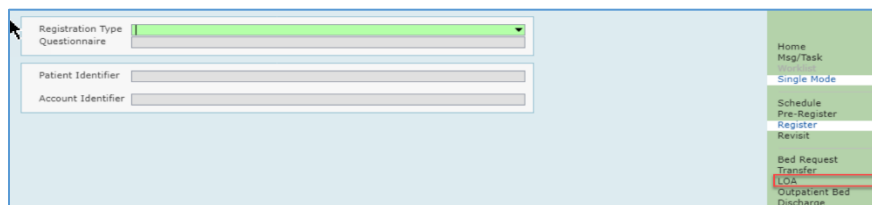
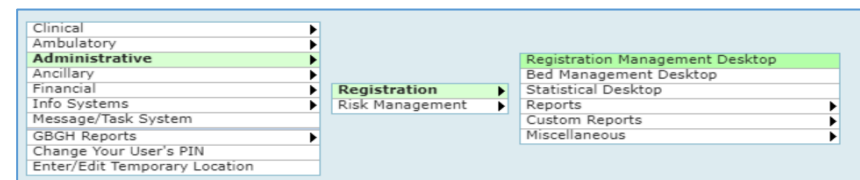
- Notify dietary department of patient return

Print Pathway

- Leave of Absence Discharge Prescription
- Leave of Absence Discharge List (GBGH/HHCC only)



Pathway to Registration Management Desktop



Patient's Returning from Pass Early, Unplanned, Last Minute LOA's, Changes to LOA after the order has been entered – Refer to Leave of Absence Tip Sheet #2