

Overview

This standard is about supporting the discharge of individuals from a health care service once the decision to discharge has been taken by an appropriate practitioner. This standard is suitable for anyone who is expected to assist in the discharge of an individual from the health care services. Discharge may be into the care of other health or social services or into the individual's own care, which includes care provided by family members and/or significant others.

The standard includes clinical discharge procedures and covers the checking of discharge notes, the transmission of information and, in the case of individuals being discharged into their own care, the provision of advice and information on their after-care.

Users of this standard will need to communicate effectively to meet individuals' needs and wishes and work in line with health and safety legislation, policy and practices.

Performance criteria

You must be able to:

- P1. identify and agree the roles and responsibilities of yourself and others in informing an individual of discharge arrangements
- P2. respect the individual's rights and wishes relating to their privacy, beliefs, and dignity
- P3. provide support to the individual and carers and ensure health and safety measures are implemented
- P4. provide advice and information in response to any queries the individual may have in accordance with your scope of practice
- P5. gain any necessary authorisation for releasing information prior to doing so
- P6. provide the individual carer or significant other with details on:
 - a. the discharge arrangements
 - b. coordination of inter-disciplinary and multi-disciplinary teams within and across services
 - c. after care

- P7. check and confirm that the individual, carer or significant other has understood the discharge information.
- P8. maintain the confidentiality of information consistent with legislation and organisational policies and procedures.
- P9. complete all relevant documentation required for informing an individual of discharge arrangements

Knowledge and understanding

You need to know and understand:

- K1. how to access and interpret all relevant work instructions, legislation, guidelines, policies, procedures and protocols needed to inform an individual of discharge arrangements
- K2. the scope and limitations of your own competence, responsibilities and accountability as it applies to your job role
- K3. specific procedures for reporting issues which are beyond your competence, responsibilities and accountability
- K4. the needs of individuals and carers including issues relating to dignity, confidentiality, and privacy
- K5. the procedures and methods relating to the coordination of inter-disciplinary and multi-disciplinary teams within and across services
- K6. the organisational policy and practices with regard to the keeping and sharing of clinical records and information
- K7. the importance of providing clear information and advice on health care techniques and medications and the risks that arise if this is not done correctly
- K8. what actions to take to ensure that individuals, and/or those supporting them, have the opportunity to clarify their understanding of information you are providing
- K9. the information you would give to an individual who was being discharged and needed informing and advising about wound care, exercises/tasks to be performed, diet and fluids intake, and rest requirements
- K10. the side effects which individuals discharged into their own care might expect to experience and what contra-indications they should look out for
- K11. the steps you should take when there are communication differences
- K12. how to complete and safely store all relevant documentation in accordance with organisational requirements

Inform an individual of discharge arrangements

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