



Staff Escort Duties Procedure

Procedure Number

WCDHB-PN-0104

Version Nos:

4

1. Purpose

This Procedure outlines the process for the West Coast DHB (WCDHB) clinical staff members undertaking escort duties with WCDHB patients.

2. Application

This Procedure is to be followed by all WCDHB clinical staff members.

3. Definitions

For the purposes of this Procedure:

Escort Duties is taken to mean accompanying a WCDHB patient to a specific place or an a particular activity.

4. Responsibilities

WCDHB staff members undertaking this Procedure are responsible for the patient's whereabouts, safety and well being while undertaking an escort duty.

5. Resources Required

This Procedure requires no specific resources.

6. Process

- 1.00 Prior to commencing an escort duty, WCDHB staff members are required to familiarise themselves with:
 - i) what the patient looks like, and what they are wearing;
 - ii) the destination;
 - iii) any particular condition affecting the patient (e.g. epilepsy, frail, confused, prone to wandering etc);
 - iv) time of event, appointment or activity;
 - v) means of transportation.
- 1.01 WCDHB staff members undertaking an escort duty are also required to:
 - i) explain to the patient who they are and where they are going;
 - ii) ensure the patient is appropriately dressed;
- 1.02 WCDHB staff members are required to allow sufficient time to reach the destination without unnecessary rushing.
- 1.03 On arrival at the destination, WCDHB staff members are required to check that the patient is comfortable, and is supported if they are worried or frightened.
- 1.04 On return from an escort duty, WCDHB staff members are required to:
 - i) notify the Ward/Unit/Department/Facility Manager;
 - ii) convey any relevant information to the Manager;
 - iii) document the escort duty in the patient's medical record;
 - iv) settle the patient, ensuring they are comfortable.



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7. Precautions And Considerations

- ➔ Before departing on an escort duty staff are required to ensure that the patient is appropriately dressed, and are to explain to the patient who they are and where they are going;
- ➔ Escort duty staff are to allow sufficient time to reach the destination without unnecessary rushing.
- ➔ Escort duty staff to ensure required medications are taken as appropriate
- ➔ On returning from an escort duty, staff are to inform the relevant Manager.

8. References

There are no references associated with this Procedure.

9. Related Documents

WCDHB Air Ambulance Procedure

WCDHB Inter-Facilities Transfer of Patients Procedure

WCDHB MHS Transporting At Risk Mental Health Patients Procedure

Revision History	Version:	4
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