

PSYCHIATRIC HEALTH FACILITY POLICIES AND PROCEDURES

COUNTY OF SANTA BARBARA
DEPARTMENT OF ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

Section:	ADMINISTRATIVE & NURSING/GENERAL POLICIES		
Subject:	MANAGEMENT AUTHORITY - PRIMARY WORKER		
Form Ref #:		10/01/1997 - Effective	
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Director's Approval:	_____	Date:	_____
Assistant Director's Approval:	_____	Date:	_____

POLICY:	<p>Primary Workers assigned to the Psychiatric Health Facility will be assigned to three to six patients by the Team Leader on their designated shift. This will help to assure that patients are afforded reasonable attention and each patient's condition if followed during the shift and problems are handled before they escalate. The Primary Worker is to be aware of the activity noted in patient charts, patient history and any tendencies towards violence, suicidal behavior and physician orders. The Primary Workers will help facilitate any medical/legal processes and discharge planning:</p>
PROCEDURE:	<p>Tasks and responsibilities</p> <ol style="list-style-type: none"> A. The Primary Worker carries through the treatment/discharge planning of each of the patients assigned per shift. Support consultative input of psychiatrists, team leader and ancillary therapists during daily staff meetings and treatment planning. B. Review the intake process for each assigned patient. Record all pertinent information in the patient's chart, coordinate the treatment care plan, transmit any important/relative information to the team leader and present an information summary to psychiatrist during staff meetings. When necessary call case conferences with support staff to get opinions regarding treatment course. C. May be called upon to admit and provide unit orientation of new patients. Completion of appropriate paperwork involved in admission processes. Support ancillary staff with their treatment milieus by providing support, suggestions and encouragement when necessary to the patient. D. Supportive with helping patients reach their therapeutic goals. Offering support as necessary through the treatment milieu. E. Support with the discharge planning of patient back into the community and/or transfers to other facilities.