NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES

POLICY AND PROCEDURE

SUBJECT: TRANSPORTING AND ESCORTING CONSUMERS BY EMPLOYEES

NUMBER: NN-PC-PL-19

ORIGINAL DATE: 10/24/90

REVIEW/REVISE DATE: 09/29/93, 10/29/98, 03/04/99, 07/19/01, 02/21/02, 06/03/05, 05/01/08, 2/17/11

APPROVAL: Rosalyne Reynolds {s}, Agency Director

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I. PURPOSE

The purpose of this policy is to establish policies and procedures for transporting consumers of Northern Nevada Adult Mental Health Services (NNAMHS).

II. POLICY

It is the policy of NNAMHS that only on- duty employees may transport consumers in state vehicles and will do so in the safest possible manner.

III. REFERENCES

NNAMHS Policy NN-RI-11 - Commitment Process
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IV. PROCEDURE

1. Prior to transporting consumers or operating a state vehicle, the staff member must:
    a. Complete the Defensive Driving course. The course must be re-taken every four years.
    b. Have a copy of a current driver's license on file in the Personnel office.
2. Transporting consumers off NNAMHS grounds
    a. Only on- duty NNAMHS employees will transport consumers.
    b. All transportation will be done in state vehicles. Private vehicles will not be utilized for transportation. This includes vehicles belonging to employees and/or consumers.
    c. All persons driving or riding in state vehicles will wear safety belts any time the vehicle is in motion. Cars are assigned to specific departments. These departments are Service Coordination, Business Office, Financial Benefits, Nursing Department (Inpatient), and PACT. Employees must contact one of these departments to make arrangements for a vehicle.
        i. Fifteen passenger vans (CNG fueled) should be reserved far enough in advance to allow for adequate fueling.
    d. Transportation of a Person with a Physical Handicap
        i. If staff is transporting a person with a physical disability, they must request a vehicle which is licensed as a handicapped vehicle.
        ii. Staff will park in designated handicapped parking areas.
        iii. If staff does not have a handicapped parking permit, they will not park in designated handicapped parking areas.
        iv. If staff is not transporting a person with a physical disability, they will not use designated handicapped parking areas or a handicapped parking permit.

e. Inpatients that are transported off grounds must have a physician's order in the chart.

   i. Consumers who are having special labs/tests/exams done on consultation are covered by that order.

f. Whenever possible, staff escorts will include the same gender of staff as the consumer being escorted. If this is not possible the staff involved may assess the need to postpone transport.

g. Outpatient services may transport the consumer and other individuals involved in the consumer's care (i.e., family members) at the discretion of the driver.

h. If any untoward event takes place during the consumer transport, a detailed description must be documented in the consumer's medical record.

   i. Incident reports will be completed and submitted to Performance Improvement.

i. All employees must be in possession of an unrestricted, valid driver's license during the operation of a state vehicle.

3. Escorting consumers within the hospital

   a. Nursing staff will accompany consumers to activities within the hospital (i.e., laboratory, activity therapy, etc.) in a safe manner based on the condition of the consumer and the experience of staff in ratios determined by the staff nurse with input from other involved staff.

4. Escorting people being placed on a hold within the campus

   a. When the outpatient treatment settings have a consumer who meets criteria for admission to the hospital, the following procedure should be implemented:

      i. Initiate the Legal 2000 commitment process.

      ii. Whenever possible physician-to-physician report and /or nurse-to-nurse report should be initiated; otherwise outpatient clinician to POU staff communication will suffice.

iii. Call the inpatient nursing supervisor to arrange for transport to the POU. Two staff could walk the consumer over to POU if safe to do so. If the consumer is too dangerous to either walk or drive, call the Sparks Police to transport to the POU.

iv. When the medical physician or designee is available, they will perform medical clearance.

.v In the absence of the medical physician or designee, the consumer will be COBRA'd for medical clearance from the POU.

vi. If a medication clinic nurse is involved they will complete the COBRA form otherwise the POU staff should complete. The transport of the consumer should not be delayed for the completion of the paperwork. The forms can be faxed to the appropriate location to meet the consumer there.