LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT

HOSPITAL PATIENT/FAMILY EDUCATION POLICY

Purpose:

To promptly identify patient/family* educational needs in order to facilitate understanding of the patient’s health status, and care options, increase their potential to follow a therapeutic health care plan, and promote a healthy patient lifestyle.

Policy:

1. All patients shall be assessed for identification of educational/learning needs.

2. Patient assessment shall include identification of literacy problems, learning abilities, readiness to learn, financial implications of care choices, cultural and religious practices, emotional barriers, motivation to learn, physical and/or cognitive limitations and language barriers.

3. Once educational needs are identified, the health care worker shall determine what departments/disciplines will be required to meet those needs. Individuals or Departments involved may include:

   Physicians     Respiratory Care Services
   Inpatient/Outpatient Nursing Service  Clinical Lab
   Specialized Nursing Educators  Radiology Services
   Nutritional Services  Social Services
   Pharmacy  Case Management

4. Specialized instructions regarding medications, treatments, diet, activities, exercise, and other pertinent educational needs shall be documented in the medical record. The patient/family level of understanding should also be noted, as well as any referrals and actions taken to assist the patient in meeting educational needs.

5. Patient/family members shall receive education regarding illness or injury, medications, food-drug interactions, and use of medical equipment from qualified personnel. Education shall include information about future appointments, community resources, and discharge instructions. Specific education may be given by specialized instructors in various hospital departments. All education shall be documented in the medical record preferably with the Interdisciplinary Patient Education Record. Discharge instructions shall be noted on the Discharge Instruction Sheet (S/N 1199). A copy of the Discharge Instructions shall be given to the patient/family, and
may be sent to the primary care provider. A copy of the instructions shall also be retained on the patient’s medical record.

6. All specific educational forms that are to become a permanent part of the medical record must have the following approvals:

   A. Department Head
   B. Other Department, if impacted
   C. Administrator
   D. Medical Records Committee
   E. Patient Education Committee

Each form should have an original and a carbon copy. The original shall be given to the patient/family and a copy shall remain on the medical record behind the Patient Education Tab.

After all approvals are obtained, the form title and S/N number should be submitted to the Hospital Policy and Procedure Committee.

* Family refers to the person(s) who play a significant role in patient’s life. Individual(s) may or may not be legally related to the patient.

_______________________
Administrator

_______________________
Date

Approved by Clinical Board: 9/19/00, 3/18/03

Written: 2/95
Revised: 1/97, 2/98, 8/00, 3/03