

**Institutional Handbook of Operating Procedures**  
**Policy 09.13.09**

Section: Clinical Policies	Responsible Vice President: EVP and CEO Health System
Subject: General Procedures	Responsible Entity: UTMB Health System

**I. Title**

*Interdisciplinary Admission Assessment and Reassessment*

**II. Policy**

The assessment of patients is an interdisciplinary process. Assessment data is documented in a common location and shared among disciplines to enhance the continuity of care and decrease duplication of data collection.

Patients will receive care based on a documented assessment of their needs and current state. Assessment data is used to determine and prioritize the patient's need for a plan of care as addressed in [IHOP Policy 9.13.8 Interdisciplinary Plan of Care](#).

Data received from the patient and/or the patient's family is included in the assessment.

**III. Nursing**

All nursing assessments will be completed by a Registered Nurse (RN) licensed by the Texas Board of Nursing. The RN may delegate subjective and objective data collection to another licensed nurse or unlicensed nursing personnel as appropriate based on their credentials and training. Delegation of data collection must be in accordance with the Texas Nursing Practice Act and the Texas Board of Nursing Rules and Regulations for the delegation of tasks to unlicensed personnel.

An RN will complete the Nursing Admission Assessment within 24 hours of admission for all patients admitted to UTMB, including patients hospitalized for observation.

Nursing admission assessment based on age, condition, diagnosis and care setting will include at a minimum:

1. Vital signs
2. Spiritual/Cultural Screen
3. Pain Screen
4. Abuse/neglect/assault screen
5. Cognitive and Functional screen
6. Nutritional Screen
7. Advance Directives/Guardianship
8. Sensory/Communication Screen
9. Discharge Planning Screen

Additionally, developmental, age-appropriate, and patient population specific assessments will be completed as indicated. These will include physical assessment, skin integrity screening, and fall risk screening.

Attempts to obtain data that cannot be obtained or assessed at the time of the initial assessment should be continued until obtained or the patient is discharged.

Admission assessments for patients admitted to the Newborn Nurseries and ISCU will be documented on the *Neonatal Nurseries Admission Flow Sheet*. For newborn infants transferred from other facilities, a Neonatal Transport Note must be filed in the medical record.

Each patient's health care learning needs, readiness to learn, and barriers to learning will also be assessed upon admission and documented as part of the education record in the EHR.

An RN will assess each patient's care needs before delegating appropriate aspects of the patient's nursing care, and patients will be **reassessed** by an RN at least every shift to document changes in the patient's condition and/or diagnosis, and to determine the patient's response to intervention. Nursing reassessment of a patient will reflect at a minimum a review of patient-specific data, pertinent changes, and response to interventions. Individualized care may require the completion of more frequent reassessments, as appropriate for the patient population and/or individual patient need. Nursing reassessment will be documented in the EHR on the appropriate unit flow sheet or on the nursing progress records.

#### **IV. Licensed Independent Practitioner (LIP)**

A complete history and physical (H&P) examination shall, in all cases, be completed by a [LIP](#) and placed in the record within twenty-four (24) hours after admission. If a complete H&P has been obtained within 30 days prior to admission (in the office of a LIP on campus, or in an on-campus private or staff clinic), a durable, legible copy of this report may be used in the patient's hospital medical record. Additional documentation in the medical record is then required for any subsequent changes in the patient's condition or documentation that there have been no changes in the patient's condition.

This H&P examination includes at a minimum, the patient's chief complaint, present illness/injury, review of systems, past history, family history, and physical examination. The patient's biophysical, psychosocial, cultural, spiritual, developmental, educational, functional, nutritional, and pain/comfort needs will be addressed as appropriate.

All inpatients are **reassessed** by a LIP daily for changes in patient condition and/or diagnosis, and to determine the patient's response to interventions. LIP reassessment of a patient will reflect at a minimum a review of patient-specific data, pertinent changes, and response to interventions. Additional reassessments will be completed, as appropriate, based on the patient population and/or individual patient need.

Refer to *Rules and Regulations of the Medical Staff* and to division and departmental policies and procedures for more detailed information.

#### **V. Perioperative Assessment**

Day Surgery Nursing Admission Assessments will be completed by an RN on day surgery patients prior to surgery. Data collection may begin at the pre-op visit but must be reviewed and confirmed on the day of surgery. Information collected more than 30 days prior to admission must be re-collected.

Before surgery, the patient's H&P is completed and recorded in the medical record. If a complete H&P has been obtained within 30 days prior to admission in a physician staff member's office or in a private or staff clinic, a durable legible copy of this report may be used, provided that on the day of the surgery, an update is documented including:

- Examination of the patient; and
- Any subsequent changes in the patient's condition, or documentation that there have been no changes in the patient's condition.

If the H&P was completed more than 30 days prior to the surgery date, a new H&P must be completed. The H&P will be in the medical record before the time of the operation.

A pre-anesthesia assessment is completed and documented on all patients for whom anesthesia is contemplated. This information may be collected by an anesthesiologist, anesthesia resident, Certified Registered Nurse Anesthetist (CRNA), or an appropriately trained APAC RN under the direction of a faculty Anesthesiologist. For cases where deep sedation is contemplated, the pre-anesthesia evaluation may be conducted by a LIP with deep sedation privileges.

The pre-anesthesia evaluation must be completed and documented within 48 hours immediately prior to surgery or a procedure requiring anesthesia services. Some of the elements contributing to a pre-anesthesia evaluation may be performed prior to the 48-hour period, but no more than 30 days prior to surgery or a procedure requiring anesthesia services. Review of these elements must be conducted and documented immediately prior to deep sedation or anesthesia.

Patients are reevaluated immediately before the induction of anesthesia by a provider qualified to administer anesthesia. This information must also be documented.

Perioperative Nursing Assessment is completed by the circulating RN and documented on the *Perioperative Assessment Form* in the Electronic Health Record (EHR).

The postoperative status of the patient is assessed by the anesthesia provider on admission to the Post Anesthesia Care Unit (PACU), during the patient's PACU stay if indicated, and upon the patient's discharge from the PACU. A post-anesthesia evaluation must be performed and documented by someone qualified to administer anesthesia and should not begin until the patient is sufficiently recovered from the acute administration of anesthesia and can participate in the evaluation. Although the evaluation should begin in the designated recovery area, it may be completed after the patient has moved to another location. This post-anesthesia evaluation must be completed within 48 hours. For those patients who are unable to participate in the post anesthesia evaluation, an evaluation should be completed and documented within 48 hours with a notation that the patient was unable to participate along with the reasons why. For those patients whose regional anesthetic effects are expected to continue beyond the 48-hour time frame, a post- anesthesia evaluation must be completed within 48 hours, with notation that full recovery has not occurred and is not expected within the stipulated timeframe but that the patient was otherwise able to participate in the evaluation.

For deep sedation cases, the post-anesthesia note may be documented by a LIP with deep sedation privileges. A post-anesthesia note is not required for moderate sedation cases.

The PACU RN documents the nursing assessment on the PACU nursing record. A nursing assessment is performed on admission and discharge to the PACU and as indicated.

## **VI. Care Management**

A Care Management assessment is an evaluation of the patient's social functional care needs as these influence his/her health and is used as the basis to initiate appropriate discharge planning. The Care Manager or Social Worker will complete a Social Functional Assessment for assigned patients. The assessment should be completed within 48 hours or as soon as possible.

**The reassessment** will occur as indicated and/or when there are changes in the patient's condition or treatment goals and during the discharge process.

Care Management assessments are also completed upon consultation from any member of the health care team and when needs are identified by the care manager from case findings or rounds.

## **VII. Nutrition Service**

Nutrition screening is the process of using a tool, which has been researched and validated to identify patients at nutritional risk. UTMB uses the NRS 2002 on all adult patients and pre-established criteria for pediatric patients as nutrition screening which is conducted on all inpatients as part of the Admission Assessment. Nutrition screenings will be completed by an RN within 24 hours of admission.

Nutrition assessment is the comprehensive analysis of nutritional risk factors to determine the severity of risk/potential risk as well as to initiate appropriate treatment and intervention to maintain or improve nutritional status. Nutrition assessment is performed by dietitians who are registered/registry-eligible by the Commission on Dietetic Registration of The American Dietetic Association and are licensed/licensure-eligible by the Texas State Board of Examiners of Dietitians. Dietetic Interns may also perform nutrition assessments under the direct supervision of a Registered Dietitian, who must co-sign the intern's note. Nutrition assessments are to be completed within 48 hours after a consult was made. The collection of data to be used in a nutrition assessment may be performed by a variety of members of the health care team including dietetic technicians.

Patients may be managed by specialty teams, which include renal and transplant patients. These patients will be assessed and monitored by dietitians on those teams. In some cases, the general clinical dietitians may initiate contact or continue management in the absence of the specialty dietitian in order to maintain continuity of care for the patient.

Completion of nutrition assessments will be prioritized based on severity of risk factors. The assessment will be documented in the consult or in the progress notes section.

**Reassessment** will occur at intervals established in standards of care and unit/service policies as well as when results of routine monitoring indicate changes in condition or treatment goals. Reassessment will be documented in the progress notes.

## **VIII. Physical Therapy**

Physical Therapy assessments are initiated by a qualified healthcare practitioner's referral. This includes physicians, dentists, chiropractors, podiatrists, physician assistants, and advanced nurse practitioners. The assessments are performed by a physical therapist who is licensed to practice in Texas. Assessments are based on referral, patient diagnosis, and clinical presentation.

**Reassessments** will occur informally with each patient interaction, and formally if the patient has a significant change in status, the patient undergoes a surgical procedure, a new problem is identified, and/or prior to discharge.

## **IX. Occupational Therapy Assessment**

Occupational Therapy assessments are initiated by a physician's referral and may be performed by an occupational therapist who is licensed to practice in Texas.

**Reassessment** will occur informally with each patient interaction, and formally if the patient has a significant change in status, the patient undergoes a surgical procedure, a new problem is identified, and/or prior to discharge.

**X. Speech Pathology Services**

Speech Pathology assessments are initiated by physician order.

All assessments for communication and/or swallowing deficits are performed by speech-language pathologists licensed to practice in Texas.

**Reassessments** are performed and documented in the patient progress notes if a significant change in status occurs, when a new problem is identified, and/or prior to discharge.

**XI. Audiology Services**

Audiological assessments are initiated by physician order.

Formal audiological assessments are performed by audiologists licensed to practice in Texas.

For Angleton Danbury campus and League City campus, adult and pediatric audiological assessments are handled through referral for outpatient testing. Outpatient referrals are initiated by physician order and completed by audiologists licensed to practice in Texas.

At the Angleton Danbury campus, neonatal hearing screens are performed by nurses. At the Galveston and League City Campuses, the screens are performed by infant hearing screeners.

**Reassessments** are performed and documented in the patient progress notes if a significant change in status occurs, when a new problem is identified, and/or prior to discharge.

**XII. Respiratory Care Services**

Formal assessments are performed by respiratory care practitioners licensed to practice in Texas.

The initial assessment will be performed at the first encounter with the patient and prior to the initiation of therapy by a Respiratory Therapist (RT).

**Reassessments** are performed with each scheduled treatment and must reflect a minimum review of the patient's current orders, pertinent changes, patient-specific data, and response to treatments. RT assessment/reassessment will be documented on the appropriate unit flow sheet or on the RT flowsheet.

**XIII. Pastoral Care Services**

Spiritual screening is conducted by an RN upon admission as part of the initial nursing admission assessment.

Pastoral Care may also be consulted upon request, or if there is a patient's change of status that requires pastoral care re-assessment; the department of pastoral care may be contacted directly by the patient, the patient's family, or staff.

Assessments may vary slightly based on religious/spiritual orientation.

Assessment data will be documented at the chaplain's discretion.

**XIV. Pharmacy**

A Pharmacy assessment will occur informally with each patient interaction, and formally when requested by a healthcare team member. Assessments will include a review of patient-specific data, pertinent clinical changes, and response to the initial intervention.

**XV. Dates Approved or Amended**

<i>Originated: 09/26/1997</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
06/20/2014	05/02/2019
12/08/2017	

**XVI. Contact Information**

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