



August 21, 2024

To all OSH staff,

This Administrative Directive modifies and adds to Oregon State Hospital policy number 1.003, "Incident Reporting" and 8.018 "Unauthorized Leave Events."

To improve patient and staff safety in response to unattended or wandering patients, it is my directive that, effective today, August 22, 2024:

Definition:

"Unattended/wandering" means a patient was found by staff in an area where they are not supposed to or expected to be in (on or off unit), the patient is without appropriate supervision within the secure perimeter and the event does not rise to any level of attempt of unauthorized leave.

Examples of unattended/wandering include, but are not limited to:

- a. A patient gets left out of a staff count and unintentionally left behind.
- b. A patient is found unescorted on a treatment mall during non-treatment mall hours.
- c. A patient is found in a staff only area.
- d. A patient is found in a treatment mall library without staff supervision.

Changes:

- When a patient is found to be unattended or wandering as outlined in the above definition, staff must respond as follows:
- **Staff trained in Safe Together**
 - Assume supervision of the unattended/wandering patient and return the patient to their unit of residence. If staff do not know which unit the patient resides on, work with Access Control to find this information.
 - Staff transporting a patient back to their unit must hand off the patient to the Lead Nurse
 - The Lead Nurse must complete a note in the patients Electronic Health Record using the template in Avatar (right click in the Behavior/Observations Narrative box, Click on System Templates,

choose Patient in Unauthorized Area), this will include guidance for patient searches and contraband checks, and an Incident report.

- If the staff feels it necessary to have a second staff to assist in transportation based on their assessment of the situation, staff must contact Access Control.
- Access Control staff will dispatch a security staff member to assist in the transport of the patient back to their unit.
- Each staff must complete an incident report per OSH policy 1.003.

- **Staff NOT trained in Safe Together**

- Staff must call Access Control to request security staff and return to the area to watch the patient while security is dispatched.
- Upon arrival, security staff will assume supervision of the patient and return them to their unit of residence.
 - Staff transporting a patient back to their unit must hand off the patient to the Lead Nurse.
 - The Lead Nurse must complete a note in the patients Electronic Health Record using the template in Avatar (right click in the Behavior/Observations Narrative box, Click on System Templates, choose Patient in Unauthorized Area), this will include guidance for patient searches and contraband checks, and an Incident report.
- Each staff involved must complete an incident report per OSH policy 1.003.

This directive will remain in effect until OSH Policies and Procedures are updated or the directive is otherwise rescinded.

Sincerely,



Sara C. Walker, MD

Chief Medical Officer & Interim Superintendent