When commencing discharge planning before or after admission to hospital, consider involving the following key individuals or services:
- before admission
- following admission

When implementing discharge plans whilst the patient is in hospital or day procedure centre, consider involving the following key individuals and services:
1. Hospital personnel
   - Medical staff
   - Pharmacist
   - Specialist liaison nurse
   - Allied health personnel
2. Carer and/or family members
3. Community health and service personnel
   - Community nursing
   - Home Care
   - Allied health services as appropriate
   - Community Care Packages

When preparing the patient for discharge into the community, consider involving the following key personnel or services:
1. Carer and/or family members
2. Community health and service personnel
   - LMO
   - Community pharmacist
   - Community nursing
   - Home Care
   - Allied health services as appropriate
   - Respite care
   - Community Care Packages
   - Other community services

If the patient is unable to be discharged independently into the community, consider involving the following key personnel or services:
1. Carer and/or family members
2. Aged Care Assessment Team (ACAT)
3. Community health and service personnel
   - LMO
   - Community nursing
   - Allied health services as appropriate
   - Respite care
   - Community Care Packages
Before admission to day procedure unit or before, or on, admission to hospital

- Is the patient eligible for funded services?

  Has the patient received appropriate assessment and advice on funded services that may be available to them after discharge? (For example, respite or Community Care Packages.)

  It is important plan ahead and to initiate the appropriate assessment as soon as possible.

- Have you considered the carer, or whether the patient is a carer for another person?

  Identify whether the patient has a carer, or cares for another person.

  Are there special considerations that need to be taken into account regarding the carer, anyone the patient cares for or the patient?
Within one day of admission to hospital.

Have you commenced developing the discharge plan?

1) Nominate and contact the health service providers who can form the multidisciplinary team
2) Use the Discharge Planning Checklist to ensure best practice management
3) Direct queries on availability and access to funded services to the appropriate office or organisation

If Yes,
1) Nominate and contact the relevant health service providers who can assist
2) Ensure that the patient has an appropriate supply of medication on discharge and is confident in its use.

Does the patient require assistance with medication?

If Yes,
1) Determine eligibility
2) Organise appropriate transport services.

Does the patient require assistance with transport?

Does the patient require post-discharge health care or home care services?

If Yes,
1) Determine eligibility
2) Ensure that the checklist has been completed before discharge, with specific attention paid to the patient’s requirements in the first 24-48 hours following discharge
3) organise services as appropriate.

Are there environmental concerns at home that need to be addressed?
On the day of discharge

Have you organised a discharge summary, including medication advice for the LMO?

Ensure that an informative discharge summary, including medication profile is sent to the relevant LMO. A MediList or medication profile should be provided to the patient and community pharmacist on, or before, the day of discharge. Ensure that appropriate privacy concerns have been addressed.

Have you provided appropriate advice to patient and carer?

The MediList to be provided to the patient with advice to the community pharmacist and LMO. Ensure that appropriate information has been provided to patient and carer regarding community supports, support groups and self help matters.

Post-discharge monitoring

Have you considered monitoring your performance in planning patient discharge?

1) Consider using performance indicators to monitor the quality of discharge planning processes
2) Consider obtaining feedback on the quality of discharge planning processes and outcomes from community consumers’ perspectives.