

Standard Work for Obtaining Signatures on Paper Documents in Severe Respiratory Precautions – 5.7.20 1557

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Seq. No	Task Description:	Key Point / Image / Measure (what good looks like)	Who
1.	Determine if a signature on a paper document is required.		RN
2.	Obtain the applicable form (with a copy for the patient to keep), a clean pen and a clipboard.		RN or designee
3.	Pass the papers, on the clipboard, into the Severe Respiratory Precautions room using the standard method to pass items into the room.	Refer to the Hot Zone Boss FAQ	Designee
4.	Disinfect an area (e.g. overbed table) to set the clipboard on.		RN
5.	Have the patient complete hand hygiene.		RN and patient
6.	Give the patient the clipboard & paper form to review. Have them sign the original on the clean clipboard.		RN and patient
7.	Promptly remove the signed consent and clipboard using the standard method to pass items out of the room.	The document is considered clean and may be placed in the standard location. If there is concern of contamination (such as if the patient lays the clipboard in the bed, not handled with clean hands, or the items are not promptly removed from the room), then restart the process with clean items.	RN

8.	Leave the patient's copy and pen in their room.		RN
9.	Place the paper in the standard location on the unit.		RN or designee