

# SOP Template: Patient Eligibility Assessment for Discharge

This SOP defines the process for **patient eligibility assessment for discharge**, including criteria evaluation, medical stability verification, coordination with multidisciplinary teams, review of discharge plans, patient and family education, and documentation requirements. The objective is to ensure that patients meet all clinical and administrative requirements for safe and appropriate discharge, promoting optimal recovery and reducing the risk of readmission.

## 1. Purpose

To define the standardized process for assessing patient eligibility for discharge, ensuring safety, reducing readmissions, and facilitating smooth transitions of care.

## 2. Scope

This procedure applies to all healthcare providers involved in the discharge process of patients from the facility.

## 3. Responsibilities

- **Physicians:** Lead assessment and confirm medical stability.
- **Nurses:** Monitor patient readiness, provide education, and communicate status updates.
- **Multidisciplinary Teams:** Participate in discharge planning and address specialized needs.
- **Case Managers/Social Workers:** Coordinate resources and ensure follow-up plans are in place.

## 4. Procedure

1. **Criteria Evaluation:**  
Review the patient's clinical condition, diagnostic results, and compare with established discharge criteria for the specific diagnosis or procedure.
2. **Medical Stability Verification:**  
Confirm that vital signs are stable, pain is controlled, and that the patient has achieved intended therapeutic goals.
3. **Coordination with Multidisciplinary Teams:**  
Collaborate with nursing, allied health professionals, pharmacy, and social services to assess all aspects of patient readiness.
4. **Discharge Plan Review:**  
Verify the availability of medications, equipment, home care, and follow-up appointments prior to discharge.
5. **Patient and Family Education:**  
Provide written and verbal instructions regarding medications, wound care, activity restrictions, and warning signs requiring medical attention.
6. **Documentation:**  
Record eligibility assessment, patient/family education, and discharge instructions in the medical record.

## 5. Documentation

- Eligibility assessment outcomes
- Discharge summary and instructions
- Education provided to patient and family
- Multidisciplinary team input and recommendations

## 6. References

- Institutional discharge policies and guidelines
- Relevant clinical practice guidelines

## 7. Review and Revision

This SOP shall be reviewed annually and updated as required to reflect current standards and best practices.