

SOP: Handover of Patient Belongings and Valuables

This SOP outlines the **handover of patient belongings and valuables**, including protocols for accurate inventory, secure storage, proper documentation, patient verification processes, and timely return of items. The procedure aims to ensure the safekeeping of patients' personal effects, prevent loss or damage, and maintain clear communication between healthcare staff and patients or their representatives during admission, transfer, or discharge.

1. Purpose

To establish a standard procedure for managing and safeguarding patient belongings and valuables during their stay, ensuring accountability and minimising risk of loss or damage.

2. Scope

This SOP applies to all healthcare staff involved in the admission, transfer, discharge, or death of patients within the facility.

3. Responsibilities

- **Nurses/Designated Staff:** Responsible for inventory, documentation, storage, and return of items.
- **Patients/Representatives:** To verify and sign the belongings list during handover and return.
- **Facility Management:** Ensures availability of secure storage and relevant documentation forms.

4. Procedure

1. **Admission/Transfer:**
 - Receive patient belongings and valuables at the point of admission/transfer.
 - Complete the **Patient Belongings & Valuables Inventory Form** (see sample below).
 - Label items clearly with patient details.
 - Obtain signatures from both staff and patient/representative.
 - Store valuables in secure, designated storage (e.g., safe, lockable cupboard).
2. **Documentation:**
 - Maintain accurate and up-to-date inventory records in the patient file.
 - Note any items retained by patient or handed to representatives.
3. **Transfer/Discharge/Death:**
 - Retrieve items from secure storage.
 - Verify inventory with patient/representative.
 - Obtain signatures for confirmation of return.
 - Update records accordingly.
4. **Lost/Damaged Items:**
 - Report immediately to supervisor.
 - Complete incident report as per facility policy.

5. Documentation

Item Description	Quantity	Condition	Storage Location	Received By (Staff)	Received By (Patient/Representative)	Date & Time
Wallet	1	Good	Locker #3	Jane Doe	John Smith	2024-06-20 10:15

6. References

- Facility Policy on Management of Patient Property
- Incident Reporting Procedures

7. Revision History

Date	Version	Summary of Changes	Prepared/Reviewed By
2024-06-20	1.0	Initial SOP release	SOP Committee