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Title: Phase II/III/IV Admission/orientation/discharge

Manual: Genesis Heart and Vascular Rehab

Number: 7

Effective Date: January 1, 2000

Rev. Date: MAY 2017

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**Purpose:**

The Heart and Vascular Rehab staff will admit, orient and discharge Phase II/III/IV clients following department guidelines.

**Scope:**

Heart and Vascular Rehab staff

**Policy Statement:**

The Heart and Vascular Rehab staff will know the procedure for admission, orientation and discharge of the Phase II/III/IV cardiac client.

**Equipment (if applicable):**

- Telemetry units/batteries/electrodes/prep posters
- Computer system for patient monitoring and exercise data recording
- Exercise equipment
- Stethoscope/sphygmomanometer
- Glucometer
- Teaching aids, including Internet access.
- RPE scale
- Client chart/records
- Angina scale, smile/frown poster
- Crash cart, O2, suction, NTG SL spray
- Evacuation directions, bathrooms, safety measures
- Scales

**Procedure:**

- The staff will obtain the referral /order, if client does not have a local physician, an order will be forwarded to Genesis Heart & Vascular Rehab Medical Director.
- The staff will call the client to obtain information to begin patient chart and schedule orientation date/time. EMR will be used for appointment scheduling the patient.
- Patient Orientation:
  - Check in patient on department schedule. Orient client to exercise facility, noting posted escape plans and nurse call cords.
  - Ensure patient has completed the following documents/tests and staff enter information into EMR and Scott Care telemetry system:
    - Genesis HIPPA and Consent to Treat forms
    - Six Minute walk test
    - DASI survey
    - HVR signed consent
    - Nutrition questionnaire

- Quality of life index
  - Cardiovascular disease knowledge test
  - Patient chosen class time
  - Educate patient for telemetry preparation, application and removal.
  - Educate patient on exercise protocols of warm-up, cool-down and equipment adjustments.
  - Staff will monitor baseline ECG, RPE, BP and S&S
  - Post exercise, patient will be monitored for signs and symptoms, return to base heart rate with recovery vitals recorded
- **Following Orientation:**
    - Orientation daily session report will be printed and signed by staff
    - Exercise Prescription will be prepared and sent for Medical Director or ordering cardiologist signature prior to patient beginning exercise during normal sessions.
    - Initial ITP will be completed and sent for Medical Director or ordering cardiologist signature
  - **Daily Sessions:**
    - Resting Blood pressure will be taken and recorded on every patient
    - Weekly post exercise blood glucose will be recorded for patients with Diabetes
    - Staff will monitor ECG, RPE, signs and symptoms, and measure blood pressure, and record on the daily exercise sessions.
    - Post exercise, patient will be monitored for signs and symptoms, return to base heart rate with recovery vitals recorded on the daily exercise record. Inform patient to remove telemetry monitor.
    - Progress report will be given to patient at least once for them to take to their physician. Reports may also be sent if a concern arises.
  - **Patient Discharge:**
    - Initial visit and final daily session reports will be printed and signed by staff.
    - A discharge report including a multi-session report and letter will be sent to the physician at the completion of the program.
    - Once sessions are complete the patient can be referred to the Genesis GRIP Exercise Program, the Muskingum recreation Center for the Heart Smart program or to a home exercise plan as appropriate for each individual.

### **Downtime Procedures:**

1. Initiate downtime procedures immediately
2. Utilize paper forms in the downtime binder located in the main DNE front desk area.
3. Refer to all Genesis policies for additional downtime procedures specific to situation
4. Upon completion of downtime, send all paper documents to HIM for scanning into EMR

### References

Document Development:  
Heart and Vascular Rehab staff

Document Approval:  
Director, Cardiovascular Services; Manager, Cardiac Diagnostics and Rehabilitation; Medical Director, Heart and Vascular Rehab staff

Document History:  
9/00, 8/01, 1/03, 7/04, 11/06, 12/08, 1/13, 6/15, 5/17