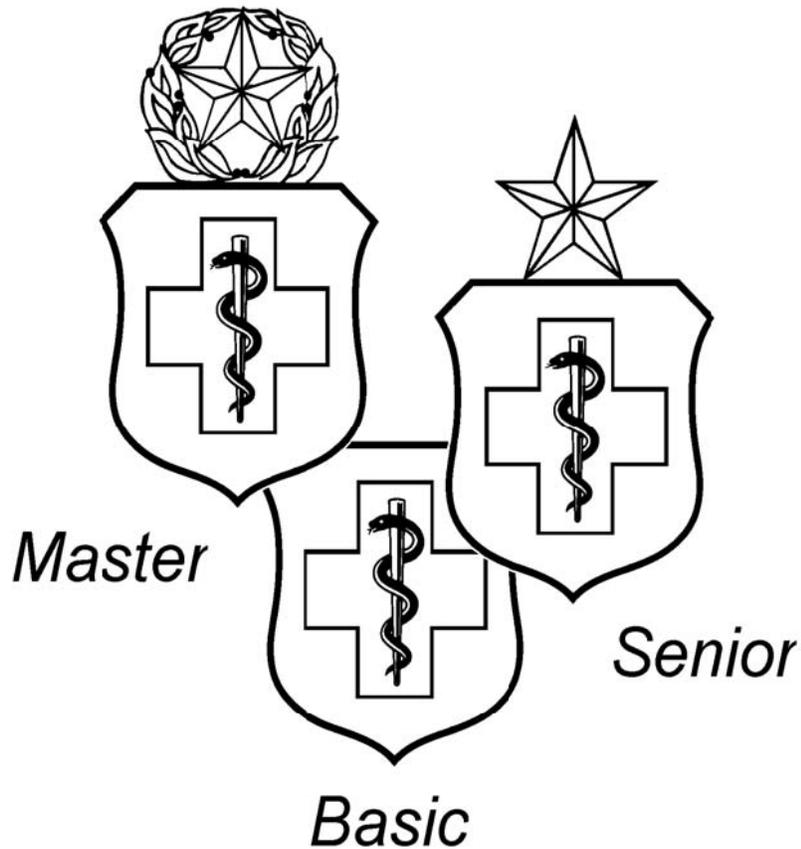


MENTAL HEALTH SERVICE SPECIALTY SAFETY & HEALTH SPECIAL PROCEDURES



ACCESSIBILITY: Publications and forms are available on the e-publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

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QTP 4C0X1-2

MENTAL HEALTH SERVICE SPECIALTY

Volume 2: Safety & Health Special Procedures

TABLE OF CONTENTS

<u>MODULE</u>	<u>OBJECTIVE</u>	<u>PAGE</u>
1	<i>PERFORM VISUAL CHECK OF PATIENT'S PERSONAL BELONGINGS</i>	4

OPR: 383 TRS/TRR (MSgt Jeff Johnson)

Certified by: (HQ USAF)

Supersedes: QTP4C0X1-2, Sep 1998, and deletes QTP4C0X1-3, Sep 1998

Pages: 4

***PERFORM VISUAL CHECK OF PATIENT'S
PERSONAL BELONGINGS FOR UNAUTHORIZED ITEMS***

SUBJECT AREA:	Safety & Health Special Procedures
TASK(S):	Check patient's personal belongings for unauthorized items
CFETP/STS REFERENCES(S)	2.5.2., 2.5.3.
EQUIPMENT REQUIRED:	1 Pair Latex Gloves 1 Patient Belongings Inventory Receipt 1 Container for Unauthorized Valuables 1 Container for Contraband
TRAINING REFERENCE(S):	Locally developed list of Authorized and Unauthorized Items.
REMARKS/NOTES:	Prior to any search of a patient's personal belongings explain the purpose of the procedure to the patient and coordinate with another member of the staff to witness the search.
OBJECTIVE:	The trainee will successfully demonstrate without error the performance aspects of checking a patient's personal belongings for unauthorized items to ensure safety of patients and staff by removing potentially hazardous contraband from the Health Care Facility.

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction, allow sufficient practice on each part of the task.
2. The evaluator will STOP the procedure immediately and correct the trainee if performance could become detrimental to patient safety at any time.
3. Use the performance checklist to ensure all steps of the task are accomplished.
4. Document task competency upon completion of the evaluation in the trainee's OJT record. Initial evaluation should be documented in the CFETP. All recurring evaluations should be documented on AF Form 1098.

**PERFORM VISUAL CHECK OF PATIENT'S
PERSONAL BELONGINGS FOR UNAUTHORIZED ITEMS**

PERFORMANCE ITEM	SAT	UNSAT
PREPARATION		
1. Obtain supplies		
2. Coordinate with witness		
3. Verify patient's identity in presence of witness		
4. Explain procedure to the patient		
PROCEDURE		
1. Request that patient empty all items from their pockets and place the items on a table, leaving their pockets turned inside out.		
2. Assemble all patient belongings(i.e. wallets, purses, handbags, luggage, etc.) for search		
3. Thoroughly examine all the items.		
4. Identify valuables and contraband and sort into separate piles.		
5. Inventory each item either valuable or contraband that will be taken from the patient.		
6. Inventory each valuable item and return to the patient those items that local instructions permit the patient to retain.		
7. Inform patient you now need to perform a physical check of their person.		
8. Perform physical check.		
POST PROCEDURE		
1. Ensure accuracy of the list of valuables, the list of contraband, and the list of items the patient will retain.		
2. Sign each list.		
3. Have the witness sign each list.		
4. Have the patient sign each list and provide a copy to the patient and file the original in the patient's record.		
FINAL RESULT:		

FEEDBACK: Using this checklist as a source of information, discuss the trainee's performance indicating strengths, weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, document the results in the trainee's OJT record.

Trainee Signature/Date: _____ / _____

Trainer Signature/Date: _____ / _____