

Partner With Me Volunteer/Staff Protocol

1. Unit-based Partner With Me (PWM) resource identifies patient appropriate for study
2. Unit-based PWM volunteer or staff member contacts family/caregiver regarding best time to interview
3. Volunteer/Staff to pick up **interview questionnaire and pt. ed. packet** from Room L-1437 on unit; masters located in volunteer office if there are no more forms in L-1437
4. Volunteer/Staff will interview family/caregiver and complete questionnaire. Copy questionnaire when complete. If appropriate, fill out **“Family Hospitalization Schedule”** in education packet and thumbtack to patient’s bulletin board.
5. Volunteer/Staff will review information in packet with family/caregiver, including station DVD is on (streaming on channel 15) and encourage them to watch film
6. Volunteer/Staff to fill out **laminated care plan** with patient name written on top right using dry erase marker
7. Volunteer/Staff to fill out **8½x11 care plan** (after stamping with pt’s addressograph on the top right)
8. Volunteer/Staff to place **“Partner With Me” index card** at information center outside of door
9. Volunteer/Staff to place **laminated care plan** on wall above patient’s bed next to the plastic information sleeves using putty
10. Volunteer/Staff to assess whether patient’s family member or caregiver has any further questions for follow up
11. Volunteer/Staff to **communicate with patient’s nurse the results of interview** and review care plan. Give copy of questionnaire to RN with the “complete Dementia Care Plan reminder” attached.
12. Volunteer/Staff to have **Partner With Me sticker placed on front of chart** bottom left by nurse or unit secretary
13. Volunteer/Staff to have nurse or unit secretary place chart care plan in chart
14. Volunteer/Staff to place completed questionnaire in folder located in supply crate in Room 1437 on unit
15. Journal your update/experience into the Dropbox volunteer folder

Follow-up

1. Volunteer/Staff to check in with patients/families/caregivers in study on a daily basis
2. Document concerns/issues/updates into the volunteer journal located in the Volunteer folder in Dropbox
3. Communicate to unit PWM resource
4. If time allows, utilize “activity” cart and participate in a simple activity with our patient
5. Suggestions for activities are located in Dropbox

Discharge

1. Volunteer/Staff to review education packet with family. Do they have any other questions? If packet not in room, you may give them team member contact numbers located in supply crate L-1437.
2. Families/caregivers may take care plans (chart care plan and/or laminated care plan) home or to transferring facilities, if they would like. If they do not want laminated care plan, wipe off and return to supply bin in Room L-1437. Leave chart care plan in chart.
3. Communicate to unit PWM resource if there are additional needs
4. Further resources are available in supply crate in Room L-1437
5. Unit PWM resource follow-up



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