

## **Guidelines for taking residents off their nursing unit/community**

Family members can take residents off the nursing unit but must sign the resident out in the " on campus resident sign out" binder at the nurse's station, for a short time off the unit and staying on the hospital campus. If the off-site visit is for an extended period of time or off the hospital campus, please check with the nurse at least two hours prior to the visit to ensure medications and any other needs are met. Please sign your loved one out in the " off campus leave of absence" binder for off campus or overnight stay. If you plan to bring your loved one out of the facility in a vehicle, please ensure that the resident can safely transfer from a wheelchair into and out of the vehicle before the trip is planned. Please ensure you have picked up proper forms from the nursing staff prior to taking resident off the unit and be sure to sign them back in when they return.