



TOOLKIT 13 · DISCHARGE & TEACH-BACK · TOOL 1 OF 5

Discharge Checklist — Nothing Leaves the Ward Unfinished

Eleven items, started at admission, completed before the patient walks out. The re-engineered discharge in one page

Patient (name, no.) · ward · admission date · planned discharge date			
Discharge coordinator (nurse) · responsible doctor			

	Item	Done by	Date · initials
1	Diagnosis and what happened in hospital explained in plain language; patient can say it back		
2	Medicines reconciled (Toolkit 4, Tool 4): every change explained; written list given; supply for at least 7 days or prescription		
3	Follow-up appointments booked with date, time, place, purpose — written on the plan		
4	Tests pending at discharge listed, with who will chase the result and tell the patient		
5	Warning signs taught: what to watch for, what to do, whom to call — day and night numbers		
6	Written After-Hospital Care Plan given (Tool 3), in the patient's language, large print if needed		
7	Teach-back completed (Tool 2) with patient and, if possible, the family member who will help		
8	Home needs assessed: equipment, dressings, mobility aid, nutrition, who is at home		
9	Transport arranged; patient not discharged after 18:00 unless they choose		
10	Discharge summary sent to the family doctor within 24 hours		
11	Follow-up phone call scheduled for 48–72 hours after discharge (Tool 5)		

Ready for discharge: all 11 ticked ☐ Patient / carer confirms they understand the plan ☐ Discharged (date, time): _____
 Signed: _____

Adapted from the AHRQ Re-Engineered Discharge (RED) Toolkit.

ASF standards: Standard 6 — discharge (means of verification: completed checklist in chart; monthly audit)