Admission assessment record

Form | CLN-FRM-002

Document type	Form
Title	Admission assessment record
Document ID	{{facility.code}}-CLN-FRM-002
Version and status	1.0 | Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 1 (Assessment, Care Planning and Safety), criterion 1.2
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

The structured admission assessment for one patient, covering history, examination, risks and needs.

1. How to complete

- Complete within the set time of arrival.
- Record the discipline of each person who contributed.
- Sign and countersign by the senior clinician.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	History taken	Yes	[ ]	[ ]	[ ]	Action and who to tell
2	Examination and vital signs	Yes	[ ]	[ ]	[ ]	Action and who to tell
3	Falls, pressure, nutrition and VTE risks recorded	Yes	[ ]	[ ]	[ ]	Action and who to tell
4	Other disciplines involved where needed	Yes or N/A	[ ]	[ ]	[ ]	Action and who to tell
5	Assessed by (name and role)	Yes	[ ]	[ ]	[ ]	Action and who to tell
6	Checked by senior clinician	Yes	[ ]	[ ]	[ ]	Action and who to tell

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus.
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval