



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

UNAUTHORIZED LEAVE PRECAUTIONS

Effective Date: August 30, 2019

Policy: TX-23

Page 1 of 2

- I. PURPOSE:** To establish standard procedures for use of unauthorized leave precautions.
- II. POLICY:** When it is determined that a patient is at significant risk for unauthorized leave, the patient will be placed on “unauthorized leave precautions” (ULP) to communicate the risk between staff members and to try to prevent the unauthorized leave from occurring.
- III. DEFINITIONS:**

Unauthorized Leave Precautions (ULP): Steps taken to reduce the risk of a patient leaving the Hospital without authorization.
- IV. RESPONSIBILITIES:**

Licensed Independent Practitioner: To evaluate patients and write an order initiating or discontinuing unauthorized leave precautions as indicated.
- V. PROCEDURE:**
 - A. Order for Unauthorized Leave Precautions must be received by a Licensed Independent Practitioner and entered into the clinical record.
 - B. The patient will be placed under close observation by staff requiring observation at no less than fifteen-minute intervals and summary documentation on each shift. More frequent documentation of staff observation may be required in the Licensed Independent Practitioner’s order.
 - C. The patient’s status will be communicated to all staff on the unit at the beginning of each shift.
 - D. The patient will be escorted on a one-to-one basis any time it is necessary for the patient to leave the treatment unit.
 - E. Additional measures to ensure the safety of the patient and others may be ordered by the Licensed Independent Practitioner.
 - F. Unauthorized leave precautions may be discontinued upon issuance of an order by an Licensed Independent Practitioner. Documentation in the Progress Notes will include the reason(s) precautions were ordered or discontinued.
- VI. REFERENCES:** None.

Montana State Hospital Policy and Procedure

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Page 2 of 2

- VII. COLLABORATED WITH:** Hospital Administrator; Medical Director; Director of Nursing.
- VIII. RESCISSIONS:** TX-23, *Unauthorized Leave Precautions* dated April 19, 2016; TX-23, *Unauthorized Leave Precautions* dated June 1, 2010; TX-23, *Unauthorized Leave Precautions* dated March 30, 2007.
- IX. DISTRIBUTION:** All hospital policy manuals.
- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** Director of Nursing.
- XII. ATTACHMENTS:** None.

Signatures:

Kyle Fouts
Hospital Administrator(I)

Thomas Gray, M.D.
Medical Director