


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED BY:  Joseph P. Verga, MS, FACHE Hospital Administrator/CEO	RESPONSIBILITY: Hospital Wide	EFFECTIVE DATE: April 04, 2013	POLICYNO. A-PC700	PAGE 1 of 3
TITLE: PROVISION OF PATIENT CHAPERONE DURING MEDICAL EXAMINATION				
LAST REVIEWED: 02/2013				
ENDORSED: PSC 11/2012, NMC 12/2012, MEC 02/2013				

PURPOSE:

To establish guidelines for providing patient chaperones during medical examinations and procedures to respect the dignity of each patient and to conduct each examination in a manner that strives to provide a comfortable and considerate atmosphere for patients.

POLICY:

It is the policy of the Guam Memorial Hospital that:

- a) Patients have a right to be interviewed, examined and treated in surroundings designed to give reasonable visual and auditory privacy.
- b) Integral to this right is a reasonable assurance of propriety during examinations and procedures. This includes the right to have a chaperone present during certain parts of a physical examination, treatment, or procedure.

DEFINITION:

Chaperone - referred to as a person or persons accompanying another to give protection or as a courtesy.

GUIDELINES:

- Some physical examinations will be highly focused and the patient will be fully clothed. In other cases, the patient may be partially or completely unclothed. In every case, except during emergencies, patients are free to request a chaperone. A patient chaperone must be provided if requested by the patient, proceduralist, or examiner, even if a sensitive exam is not being performed.
- The patient chaperone shall be an authorized hospital health care employee. The patient chaperone will at all times adhere to the standards of confidentiality consistent within hospital policy.
- The health care provider will strive to keep all inquiries of a sensitive nature to a minimum while patient chaperone is present; however, this may be unavoidable due to the nature of the examination or procedure.

- With the exception of emergency situations, a patient chaperone must be provided whenever a patient undergoes a physical examination or procedure of a sensitive nature (requiring exposure of the genitalia, anus, abdomen, or the female breast).
- The primary role of the chaperone is to “observe” the procedures. The chaperone can assist the staff performing the procedure/exam in functions customarily performed within his or her job description or title and for which he or she has competencies. (e.g. the chaperone may assist with transferring the patient from the wheelchair or stretcher to the examination table.)

PROCEDURE:

1. Patients and staff must be informed of the availability of a chaperone for the safety and comfort of the patient. This will be accomplished via signage in the patient registration areas and examination rooms, and verbally by the hospital staff or provider.
2. Selection of Chaperone Staff
 - A. The chaperone will be secured from the department where the procedure is being performed.
 - B. If no one is available within the procedural department, this will be communicated with the ward/unit where the patient is from and a staff will be requested from the originating clinical unit.
 - C. For scheduled outpatient areas/procedures, all attempts will be made to ensure staff within the department is available as a chaperone when the outpatient’s procedure/exam is scheduled.
 - D. The House Supervisor will be called for assistance with locating a chaperone **only as a last resort.**
3. When chaperones are required or requested, they must be present throughout the medical examination. The name of the chaperone will be entered into the medical record.
4. The chaperone will be the same gender as the patient, whenever reasonably available. If no same-sex chaperone is available, a chaperone of the opposite sex may be utilized, if the patient consents.
5. Documentation regarding the chaperone will include the following and is the responsibility of the staff performing the procedure/exam or assigned to the patient in the procedural area.
 - A. The offer of and presence of a chaperone will be documented in the medical record.
 - B. Patient consent to a chaperone of a different sex must be thoroughly documented in the medical record.
 - C. If a patient declines a chaperone when one is offered, the declination will be documented in the medical record.
6. Training of Chaperone Staff
 - A. Chaperone staff will be selected from but not limited to the following positions:
 - i. Physicians

- ii. Licensed/Registered Clinical Staff (Nursing and Professional Support Staff)
- iii. Non-licensed staff (Nursing and Professional Support Staff)

B. Staff Training

- i. Initial Training with competency check will be provided upon orientation and competency will be checked every 3 years, within each department.
- ii. It is the responsibility of the immediate supervisor to ensure that all training records are kept current. A short Just-In-Time training packet will be provided to the House Supervisor to administer when finding a chaperone.
- iii. Training will ensure the chaperone's familiarity with department-specific procedures or examinations, the responsibilities and expectations required of chaperones, and the procedures for reporting incidents should they occur.

