APPENDIX 5
Algorithm for the handling of personal effects of users and residents

The Department treating the user/resident is responsible for the personal effects and valuables in his or her possession.

All personal effects (e.g. passport) and valuables (e.g. jewellery) not necessary for a hospitalization must be handed over to relatives as soon as possible.

Partial withdrawals are not permitted.
USER / RESIDENT ALERT

PERSONAL EFFECTS AND VALUABLES
RETAINED BY THE USER/RESIDENT WHO SIGNS THE DISCLAIMER FORM

PERSONAL EFFECTS AND VALUABLES HELD ON DEPOSIT BY THE CIUSS
MANDATORY INVENTORY OF ITEMS*

JEWISH GENERAL HOSPITAL
PERSONAL EFFECTS AND VALUABLES HANDED OVER TO THE GLOBAL SECURITY DEPARTMENT AND KEPT IN A SECURE PLACE

CIUSS'S REHABILITATION CENTRES AND RESIDENTIAL AND LONG-TERM CARE CENTRES
PERSONAL EFFECTS AND VALUABLES SAFEGUARDED BY THE LIVING UNIT MANAGER OR THE SECURITY-RECEPTION DEPARTMENT.

HANDBLING OF PERSONAL EFFECTS IN HIS OR HER POSSESSION

* The inventory is carried out using form I-1-70770, verified and signed by two people at all times.
Personal effects and valuables as well as form I-1-70770 follow the user/resident during transfers.

HANDING OVER OF PERSONAL EFFECTS AND VALUABLES TO THE USER/RESIDENT
Count / review and signing of I-1-70770 upon departure
(Ensure that the employee number or name is written legibly)
JEWISH GENERAL HOSPITAL
PERSONAL EFFECTS AND VALUABLES HANDED OVER TO THE
GLOBAL SECURITY DEPARTMENT AND KEPT IN A SECURE PLACE

CIUSSS’S REHABILITATION CENTRES AND RESIDENTIAL AND
LONG-TERM CARE CENTRES
PERSONAL EFFECTS AND VALUABLES SAFEGUARDED BY THE LIVING UNIT MANAGER
OR THE SECURITY-RECEPTION DEPARTMENT.

HANDING OVER OF PERSONAL EFFECTS AND VALUABLES TO
THE USER OR A RELATIVE
Count / review and signing of **I-1-70770** upon departure
(Ensure that the employee number or name is written legibly)

The inventory is carried out using form **I-1-70770**, verified and signed by two people at **all times**.
Personal effects and valuables as well as form **I-1-70770** follow the user/resident during transfers.
The inventory is carried out using form I-1-70770, verified and signed by two people at all times.