

# AGE FOR ADMISSION/TREATMENT - PRINCIPLES REGARDING INPATIENT, OUTPATIENT, OUTREACH CLINICAL CARE AND CLINICAL RESEARCH POLICY®

## DOCUMENT SUMMARY/KEY POINTS

- For **patients who have reached their 16<sup>th</sup> birthday**: Existing patients (chronic conditions) may attend up to their 18<sup>th</sup> birthday for the same or related condition. New patients must seek approval as outlined in this document.
- For **patients who have reached their 18<sup>th</sup> birthday**: Approval is required prior to admission and receiving outpatient services. (See exempt outpatient categories).
- SCHN strongly supports patients being well prepared for transitioning. A poorly managed transition is not justification for re-admission or ongoing care in outpatients.

## CHANGE SUMMARY

- Inclusion of approval process through eMR
- **3/11/21**: Minor review. Changed 'Adolescents and Young Adult services (AYA)' to 'Transition clinics (Trapeze) within the CAYAH', see pg 3

## READ ACKNOWLEDGEMENT

- All clinical staff must read this policy.

<b>Approved by:</b>	SCHN Policy, Procedure and Guideline Committee	
<b>Date Effective:</b>	14 <sup>th</sup> October 2021	<b>Review Period:</b> 3 years
<b>Team Leader:</b>	Nurse Manager	<b>Area/Dept:</b> Patient Flow Unit, SCH

## Purpose

The purpose of this policy is to:

- Ensure equitable access for paediatric patients that are unable to receive their care in alternative locations, such as adult facilities.
- Ensure all patients with an over age request have a transition plan in place
- Ensure that there is a clear plan for patient treatment if approval is given for patients to continue treatment at SCHN beyond their 18<sup>th</sup> birthday.

## Transition and Trapeze

Transition between SCHN and adult health care providers can be a vulnerable time for young people and their families. All clinicians play a key role in supporting the transition of young people to adult services. Trapeze are available to assist with transition.

The [Transition and Trapeze Practice Guideline](#) summarises:

- Transition to adult care principles
- The Trapeze Service (<http://trapeze.org.au/>)

## Inpatient, Outpatient and Outreach Clinic Care

### For patients who have reached their 16<sup>th</sup> Birthday

#### **Existing patients with chronic conditions**

- May attend up to their 18<sup>th</sup> birthday for the *same* or *related* condition.

#### **New patients <sup>1</sup>**

- A patient who has reached their 16<sup>th</sup> birthday will not be offered outpatient or inpatient treatment at SCHN for a new condition<sup>1</sup>.
  - Attendance at school does not automatically result in approval for treatment after age 18
  - Exceptions may be considered for conditions where no treatment options exist in adult services or for some existing chronic patients with a *new* unrelated condition.
  - For exceptions, approval is required from the Patient Flow Manager (for inpatients and outpatients)

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<sup>1</sup> Appointment must be available to be seen/admitted before their 16th birthday. Any new patient to be admitted beyond the 17th birthday may need to accept limitations and conditions on what is being offered at SCHN.

For example, the proposed longer term adult team and the family/patient must agree to the limits of an interim process (e.g. induction treatment commencing at SCHN but the adult team will then take over maintenance care).

## For patients who have reached their 18<sup>th</sup> Birthday

- All patients who are over 18 years of age need prior approval to continue treatment at SCHN
- Existing patients with chronic conditions must have received prospective approval<sup>2</sup> at least 4 months prior to their 18<sup>th</sup> birthday.
- Approval is required from the Patient Flow Manager (for inpatients and out patients)
- A transition plan must be in place for approval to be granted.
- Exemptions **may be** considered if:
  - Patient is attending Year 12 in the calendar year in which they turn 18<sup>3,4</sup>, or
  - Patient has a minor procedure to complete a package of care. For example, removal of a splint or removal of a central venous catheter etc; or
  - Patient is terminally ill and expected to die within months.
- New patients are not accepted unless approved by the Director of Clinical Operations (DCO) via Patient Flow Manager: this includes existing patients with a new condition.
- Patients in the following outpatient categories are exempt from this:
  - Perinatal advice
  - Genetic consultation around SCHN existing patient
  - Late effects follow-up clinic in Oncology.
  - Transition clinics (Trapeze) within the CAYAH

**Note:** SCHN strongly supports patients being well prepared for transitioning. Poorly planned transition is not a justification for admission or ongoing care in outpatients.

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<sup>2</sup> A list of these approvals is to be maintained by the Patient Flow Manager at each site that is electronically available at all hours to the Admissions Officer, Outpatients staff, Emergency Departments and After Hours Nurse Managers and be specific as to inpatient or outpatient extension.

<sup>3</sup> A "Pathways" (extending the HSC course) does not extend the outpatient or inpatient approval beyond the year of their 18<sup>th</sup> birthday.

<sup>4</sup> Approval is granted for a specific period dependent on the patient circumstances.

## Approval Process

Approval for treatment post age 18 must be sought from the Nursing or Medical Manager of Patient Flow **via eMR**.

Prompts for this will be visible in the Transition tile on the patient's eMR. Visit [learning.kids Trapeze Resources](#) for a guide on how to do this. Clinicians must:

- Complete a transition extension approval form
- Complete a documented plan for the patient's transition. This should include:
  - the hospital and clinician/s that have been identified to take the patient,
  - start of correspondence to these clinicians,
  - a referral to Trapeze (if appropriate) and
  - an expected date for transition to be complete
- Complete a Transition Planning care plan in PowerChart or have a documented transition plan.

Once reviewed by Patient flow, CPDs, medical teams and Trapeze will be notified of the outcome of the approval process.

## Overage Presentations

### ***Patients living with chronic conditions presenting to a SCHN Emergency Department***

- Patients who are older than their 16<sup>th</sup> birthday and have not yet been transitioned may attend the emergency department with any problem that is usually managed in the emergency department. This includes problems related to the chronic condition and unrelated problems

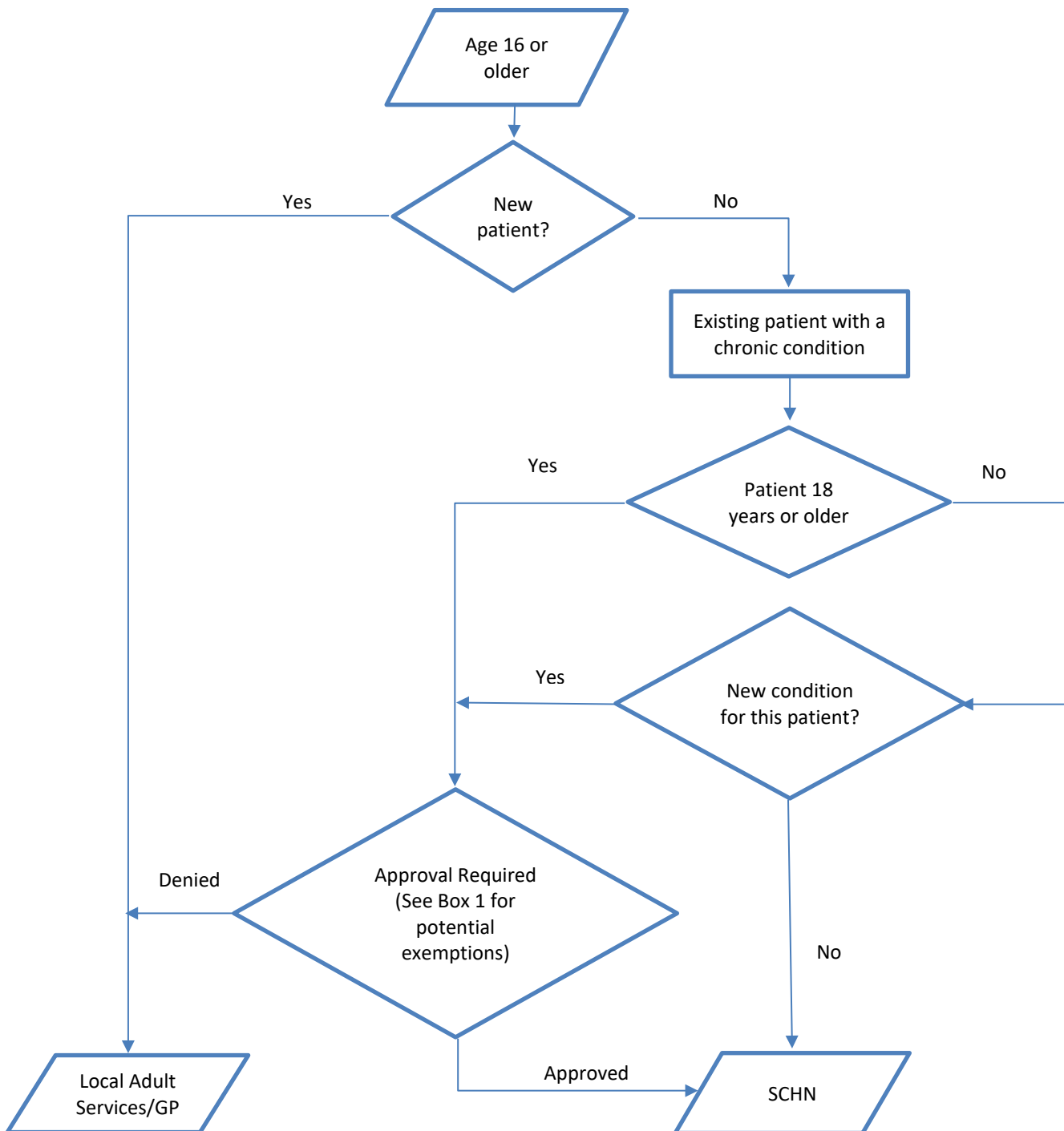
### ***Other patients presenting to a SCHN Emergency Department***

- Patients not known to SCH or CHW who are 16 years or older who present to the emergency department will be assessed and then transferred to the appropriate adult emergency department.
- SCH and CHW emergency departments have specific Standard Operating Procedures relating to the management of patients in this age group and should be referred to for further detail.

### ***Booked Overage Presentations***

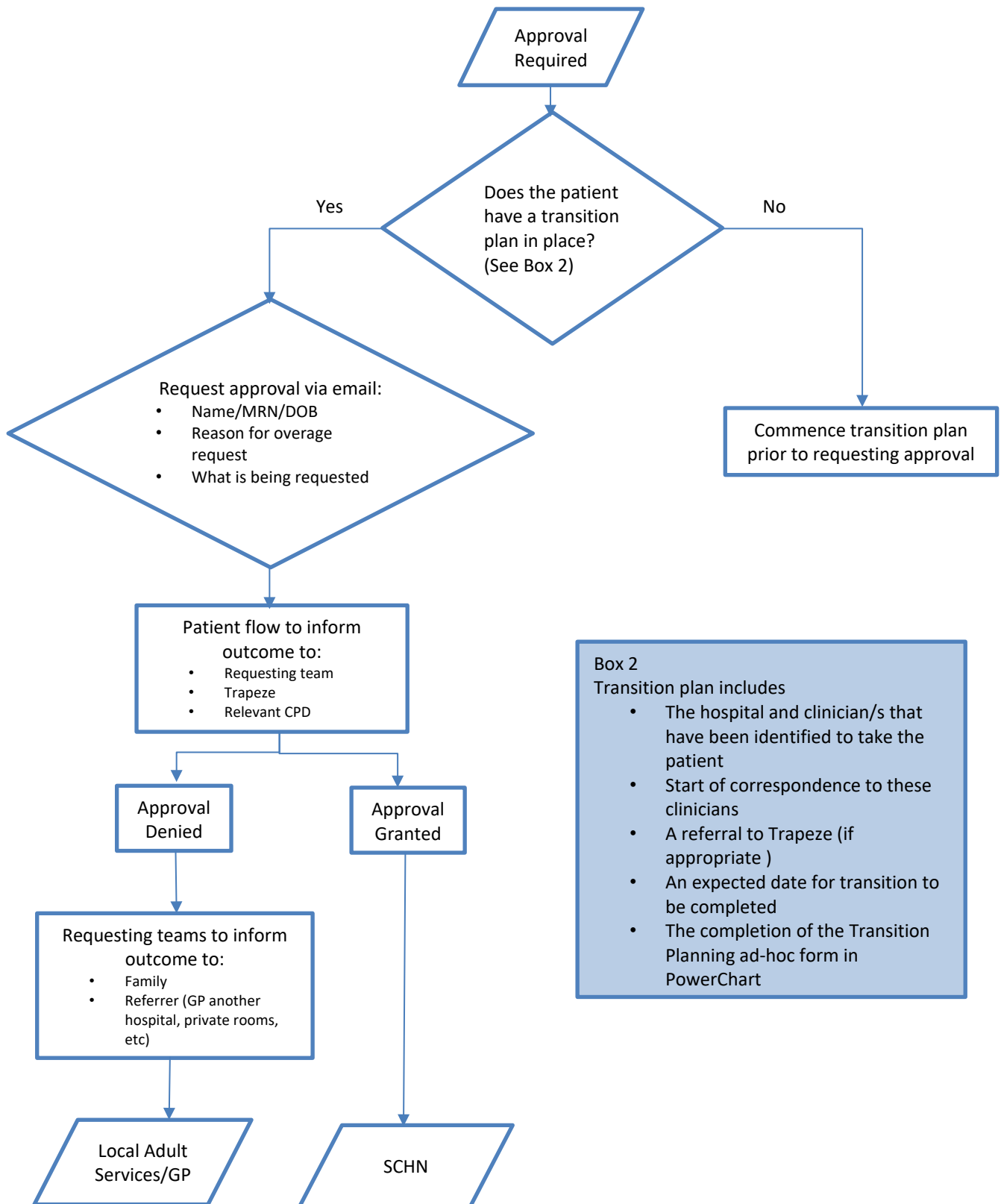
- If a patient is on a booked list and are identified as not meeting the criteria identified in this policy, the Patient Flow Manager (in hours) or the After Hours Nurse Manager (after hours) is to be contacted to review and obtain Executive approval for the admission.
- If the admission is not approved:
  - The patient in the Emergency Department is to be transferred to an adult service.
  - The booked patient will need to have alternative treatment arranged by the treating team, i.e. referral to adult service.

## Flowchart: Patient 16 Years or Older for Treatment at SCHN



- Box 1**  
Exemptions (approval still required for all):
- No treatment options in adults
  - Completing HSC (pathways/life skills excluded)
  - Minor procedure to complete package of care
  - Terminally ill
- Exemptions for following **outpatient** categories
- Perinatal advice
  - Genetic consultation (SCHN existing patient)
  - Late effects Follow-up clinic in Oncology

## Flowchart: Approval Process for Overage Patients



## Participants in Clinical Research

Research participants may be patients of SCHN or members of the community taking part in research studies and clinical trials that are sponsored by SCHN or for which SCHN is acting as a study site.

Study interventions and study visits are approved by registered ethics committees and conducted in accordance with SCHN research governance authorisation.

The age-related requirements listed below apply to existing and new research studies in the event that research participants are required to access SCHN premises (including, but not limited to, the clinical trial rooms, outpatients department, wards) for research purposes, including screening assessments and/or the conduct of study visits for treatment and/or follow-up under a research protocol.

### Participants who reach their 16<sup>th</sup> birthday while on study

- May access the SCHN premises for research purposes up to their 18<sup>th</sup> birthday;
- In the event that admission is required for research purposes (e.g. via inpatient facilities), prior approval will be required from the Patient Flow Manager, and communicated to the appropriate Nurse Unit Manager or equivalent for the facility.
- Patients who are not current patients of SCHN will not be admitted or continue to receive non-clinical trial related treatments at SCHN.

### Participants who reach their 18<sup>th</sup> birthday while on study

- Study sponsors must arrange for research participants to be transferred to an age-appropriate site a minimum of 6 months prior to their 18th birthday
- Exemptions to the requirement for transfer may be considered if:
  - The research participant is due to have completed all required visits within 3 months
  - It is not practical to transfer the research participant due to the study not being open or able to be opened at age-appropriate site(s)
- Exemptions will require approval of the Director of Research and the Patient Flow Manager in the event that admission is required for research purposes
- Studies that require the recruitment of both adults and children must take a dual-site approach.
- Adult research participants may not be recruited or undergo interventions within an SCHN site.



## **Adult participants who have been diagnosed with a disease of childhood for which a trial is open at SCHN**

- Individuals aged over 18 years who have been diagnosed with a disease of childhood may enter a research study via SCHN, including accessing the SCHN premises for research purposes, if:
  - The research study is not open or able to be opened at age-appropriate site(s) accessible to the individual/participant
  - The individual is receiving routine clinical care at an age-appropriate facility
  - An agreement is entered into with the adult site describing how clinical care will continue whilst the participant is on the study.
  - The study is not available at an adult site
- Prior approval is required from the Director of Research and the Chief Executive.
- Adult research participants in this category will not be accepted at SCHN for inpatient studies or for interventions.

## **Adult Participants of research studies relating to SCHN exempt outpatient categories:**

- Adult participants may be enrolled in studies conducted by SCHN if the study is related to the following exempt outpatient categories:
  - Perinatal advice
  - Genetic consultation around an existing SCHN patient
  - Late effects of disorders of childhood (e.g. oncology)
- Adult research participants in this category will not be accepted at SCHN for inpatient studies or for interventions.

Definitions	
Research Participant	An individual who participates in a clinical trial, either as a recipient of investigational intervention(s) or as a control.
Site	Site is a facility, location or service where the research is being conducted.
Sponsor	Sponsor of a clinical trial is the company, institution or organisation, body or individual that takes overall responsibility for the conduct of the trial and usually initiates, organises and supports the clinical trial.
On Study	Receiving treatment or in follow-up as per Protocol.
Interventions	May include, but are not limited to, blood draws, imaging or other clinical examination.

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