

PSYCHIATRIC ADMISSION: INTRA-NETWORK TRANSFER OF INPATIENTS

PROCEDURE [®]

DOCUMENT SUMMARY/KEY POINTS

- This document is to be followed when a patient presents to one facility's Emergency Department and who needs to be transferred to the other facility's Acute Psychiatric Unit.
- The process will be actioned if the inpatient unit at the originating facility is full.
- Process for transferring a patient from CHW to SCH: See [Flowchart 1](#)
- Process for transferring a patient from SCH to CHW: See [Flowchart 2](#)
- See the [checklist](#) for documentation requirements.

CHANGE SUMMARY

- Updated to reflect Network Medical records access

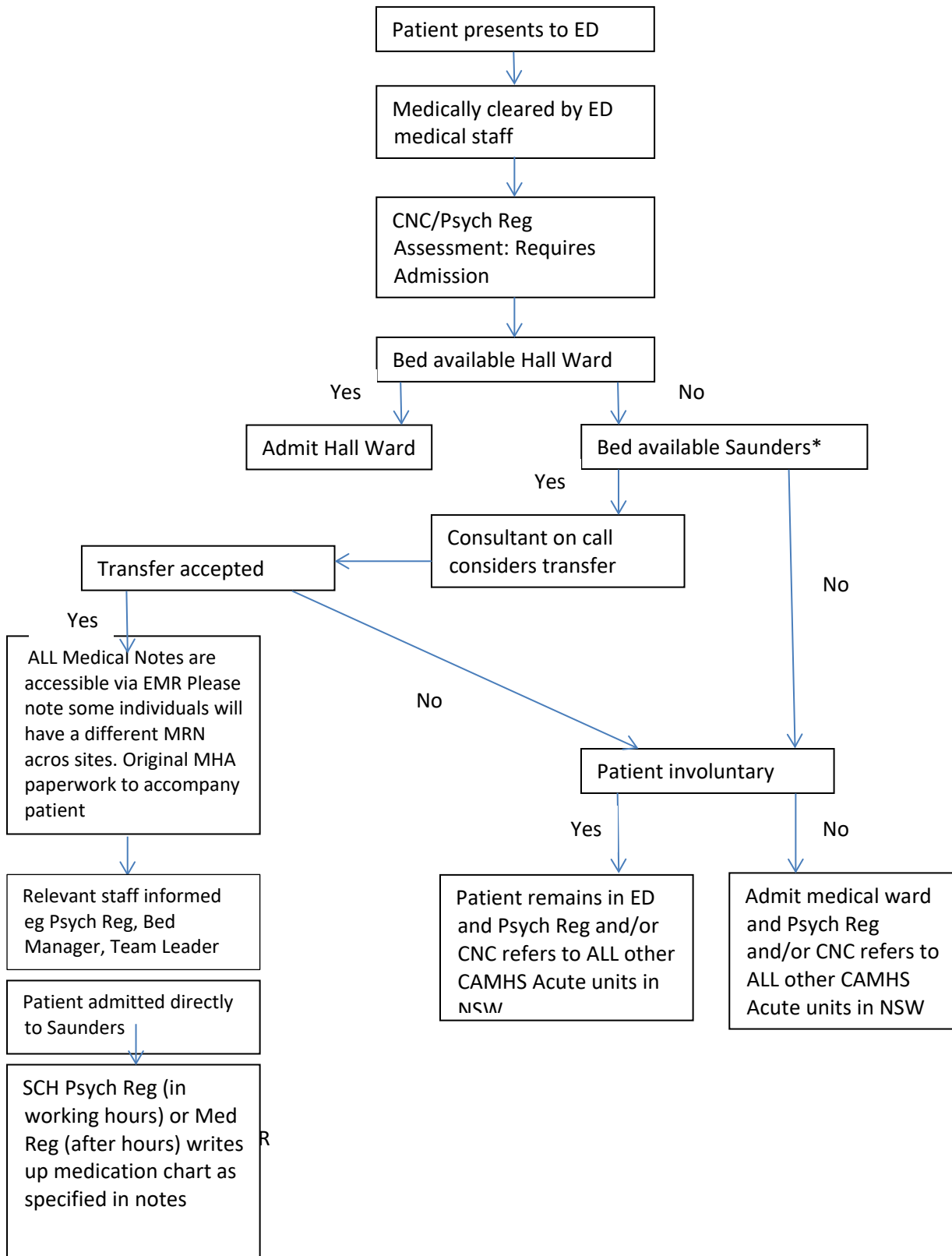
READ ACKNOWLEDGEMENT

- Bed Managers
- NUM of ED
- NUM of Hall Ward and NUM of Saunders Unit
- Mental Health CNCs
- Psychiatrists
- Psychiatry Registrars

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

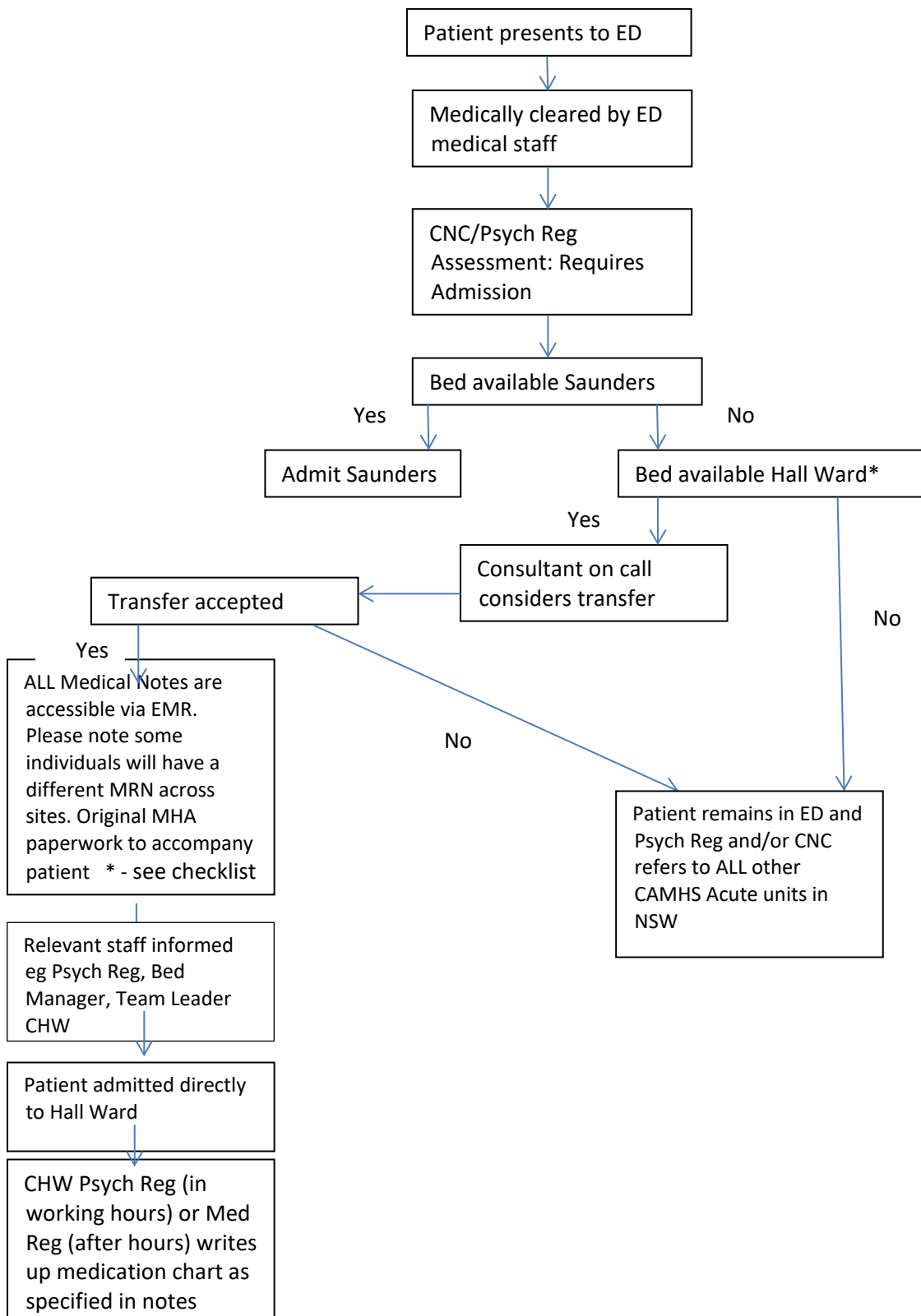
Approved by:	Director of Clinical Governance	
Date Effective:	1 st January 2020	Review Period: 3 years
Team Leader:	Department Head	Area/Dept: Psychiatry

Flowchart 1 – Transfer Process from CHW to SCH



***The inpatient unit closest to patient's home address should be contacted first to ascertain whether there is a bed available and if the patient can be transferred there**

Flowchart 2 – Transfer Process from SCH to CHW



***The inpatient unit closest to patient's home address should be contacted first to ascertain whether there is a bed available and if the patient can be transferred there**

Checklist for Transfer of Patients for MH Care within SCHN

Documents required at transfer:

Transferring Clinician to communicate local MRN to allow receiving site access to EMR to print off notes: Please be aware some children/young people will have different MRNS at each site – so registration of admission is required to ensure appropriate MRN is used. Receiving site should not document under alternative site MRN.

- Copy of patient demographic details including next of kin details
- Name of accepting Psychiatrist
- Copy of all ED notes: Medical Notes, Nursing Notes, collateral information etc
- Copy of ED Mental Health Notes including Mental Health Assessment
- Clear management plan that includes details of regular and prn medications to be charted at the receiving hospital and level of observation agreed with admitting psychiatrist
- Clear management plan to deal with aggression or distress during transportation
- Details of specific risk/safety concerns (eg sedated patient, absconding, suicide, aggression)
- Copy of results of Medical Investigations
- Copy of medication chart used in ED –If using paper chart must be scanned and faxed
- Documentation that the parent/carer is aware of the transfer
- Documentation that the Bed Manager/After Hours Nursing Manager has been notified
- Patient details added into Patient Flow Portal (Bed Manager/After Hours Nursing Manager at the referring hospital to complete)
- Copy of ambulance or police report if applicable – This must be scanned and faxed
- Signed consent to admission from parent/carer – This must be scanned and faxed

For Involuntary Patients: The ORIGINALS of any Mental Health Act paperwork (a copy should remain at the initial hospital) **NB:** Form 1 and s80 form must be completed before transfer between facilities.

NOTE:

Hall Ward accepts patients under the age of 16 years

Saunders Unit accepts patients under the age of 18 years

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