

SESLHD Business Rule COVER SHEET



Health
South Eastern Sydney
Local Health District

NAME OF DOCUMENT	Justice Health and Forensic Mental Health Network Transfer of Care Referrals to and from South Eastern Sydney Local Health District Mental Health Service
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LEVEL OF EVIDENCE	National Safety and Quality Health Service Standards: Standard 6. Clinical Handover (6.1, 6.2)
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EXECUTIVE SPONSOR	General Manager, Mental Health Service
AUTHOR	Daniella Taylor, SESLHD MHS Access and Pathways to Care Lead
POSITION RESPONSIBLE FOR THE DOCUMENT	Policy and Document Development Officer, Mental Health seslhd-mentalhealth- policiesanddocuments@health.nsw.gov.au
FUNCTIONAL GROUP(S)	Mental Health
KEY TERMS	Justice Health and Forensic Mental Health Network, Transfer of care, SESLHD MHS
SUMMARY	This document sets out the minimum standards and communication responsibilities to support collaborative coordination of patient flow and transfer of care between the Justice Health and Forensic Mental Health Network (JHFMHN) and the South Eastern Sydney Local Health District (SESLHD) Mental Health Service (MHS).

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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1. BACKGROUND

This document is to be used whenever planning for a transfer of care between the JHFMHN and the SESLHD MHS.

This document is necessary to ensure staff are aware of:

- The Service Level Agreement between the JHFMHN and SESLHD MHS
- To provide the SESLHD MHS with a single phone number to provide verbal handover to JHFMHN
- Minimum standards and communication responsibilities to support the collaborative coordination of transfer of care.

This document applies to all staff involved in transfer of care referrals between the JHFMHN and the SESLHD MHS.

2. RESPONSIBILITIES

2.1. Employees will:

Follow the procedure outlined within this document and escalate as appropriate.

2.2. Line Managers will:

Follow the procedure outlined within this document and ensure all staff are orientated to this procedure.

2.3. District Managers/ Service Managers will:

Follow the procedure outlined within this document and ensure all staff are orientated to this procedure and update the procedure via relevant SME's as appropriate.

3. PROCEDURE

3.1. For referrals between SESLHD MHS and JHFMHN

Staff of the JHFMHN and SESLHD MHS are to ensure that transfer of care communications occur as per APPENDIX A.

Section 5.8 of the Service Level Agreement between the JHFMHN and SESLHD (referred to in APPENDIX A) states:

“Provide the LHD with comprehensive clinical documentation and history when patients are transferred from JHFMHN care to LHD care.”

At the point of transfer, a verbal handover following Identify, Situation, Background, Assessment and Recommendation (ISBAR) principles as detailed in SESLHDBR/040 - Clinical Handover for Mental Health Services (ISBAR) is required.

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To provide a verbal handover to JHFMHN, the SESLHD MHS is to call 1800 222 472 (this number is available 24 hours a day 7 days a week) (refer to APPENDIX B).

The following clinical information needs to be provided at the point of transfer to support clinical handover:

- Completed mental health documentation including current:
 - Mental Health Assessment
 - Risk Assessment
 - Care Plan
 - Review
 - Standard Outcome Measures
 - Discharge Summary
 - Recent Mental Health Review Tribunal reports
 - Anamnestic assessment (if available)
 - HCR20 risk assessment - recent (if available)
 - PCL-R (if available)
 - Other structured risk assessments (if available)
 - Neuropsychological assessment (if available)
 - Occupational Therapy Functional Assessment (if available)
 - Social Work report (if available)
- Police documentation (if available from JHFHMN - record of interview at time of arrest; police fact sheets; criminal record/history - adult and juvenile)
- Court documentation (if available - court reports, crown case summary, judgements, psychiatrist's reports, pre-sentence reports, judge's comments, victim's statements)
- Patient and family view of the referral.

With respect to the sharing of health information, Clause 9 of the [Health Records and Information Privacy Regulation 2017](#) provides that JHFMHN and LHDs may be treated as a single agency for the purposes of all of the Health Privacy Principles and any health privacy codes of practice.

4. DOCUMENTATION

- eMR documentation listed in 3.1

5. AUDIT / KPI

- QARS In-Patient File Audit program

6. REFERENCES

[NSW Ministry of Health Policy PD2012_050 - Forensic Mental Health Services](#)
[NSW Ministry of Health Policy PD2019_045 - Discharge Planning and Transfer of Care for Consumers of NSW Health Mental Health Services](#)
[NSW Ministry of Health Privacy Manual: For Health Information](#)
[National Safety and Quality Health Service \(NSQHS\): Standard 6. Clinical](#)

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[Handover \(6.1, 6.2\)](#)

[National Standards for Mental Health Services 2010: Standard 10. Delivery of Care \(10.5.9\)](#)

[SESLHDBR/040 Clinical Handover for Mental Health Services \(ISBAR\)](#)

7. VERSION AND APPROVAL HISTORY

Date	Version Number	Author and approval notes
October 2012		Original Flowchart developed.
August 2014	1v1	Reviewed by MHS District Document Development and Control Committee (DDCC). Request for review of flowchart and addition of risk rating and review date. Recommendation to convert from currently listed Guideline (containing only the flow chart) to Business Rule.
September 2014	1v2	Reviewed by Daniella Taylor, SESLHD MHS Access and Service Integration Manager. Addition of risk rating/review date.
September 2014	1v2	Document sent to SESLHD MHS Service Directors, Clinical Nurse Manager and Clinical Operations Managers.
October 2014	1v3	Minor feedback/comments from STG/TSH Clinical Operations Managers and ESMHS Patient Flow Coordinator, including change from MH-OAT A1 & A2 to recent MH-OAT ASSESSMENT
December 2014	1v3	Document for discussion in December ESMHS Access meeting. Meeting was cancelled.
December 2014	1v3	Document re-sent to ESMHS Service Director and Clinical Operations Manager. No feedback received.
January 2015	1v3	Document resent to ESMHS Service Director, Clinical Operations Manager, Inpatient Service Manager, Chief Psychiatrist, Medical Superintendent and Quality Manager. No feedback received/no changes recommended.
January 2015	1v4	Reviewed and amended by SESLHD MHS Access and Service Integration Manager, including: <ul style="list-style-type: none"> Removed details and mobile number for SESLHD MHS Director of Operations. Addition of contact details for Site Service Directors. Removal of requirement for SESLHD MHS Risk Management team involvement. Addition of reference to electronic Medical Record. Change of contact sequence from SESLHD MHS Access and Service Integration Manager to local site Patient Flow Coordinators. Addition of revision history.
January 2015	1v5	Reviewed by SESLHD MHS Clinical Nurse Manager. Changes attended including: <ul style="list-style-type: none"> Formatting. Contact sequence revised from Patient Flow Coordinator to SESLHD MHS Access and Service Integration Manager.

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January 2015	1v5	Document re-sent to SESLHD MHS Service Directors, Clinical Operations Managers, Inpatient Service Managers, Chief Psychiatrists, Medical Superintendents, Nursing Unit Managers, Patient Flow Coordinators and Quality Managers. No feedback received/no changes recommended.
July 2015	1v5	Document sent to JHFMHN. Feedback received and incorporated.
July 2015	1v6	Document re-sent to JHFMHN for final comments. No feedback received/no changes recommended.
August 2015	1	Endorsed by SESLHD MHS Clinical Council.
September 2017	2	Message sent to Director of MOH Regulatory & Clinical Services to clarify if any changes made to NSW Health Forensic policy. No response.
11 April 2024	2.1	Routine review by author and transfer of business rule into procedure template. Endorsed by Document Development and Control Committee. Endorsed by Clinical Council. Health Records and Information Privacy Regulation updated to current regulation

**Justice Health and Forensic Mental Health
Network Transfer of Care Referrals to and from
South Eastern Sydney Local Health District
Mental Health Service**

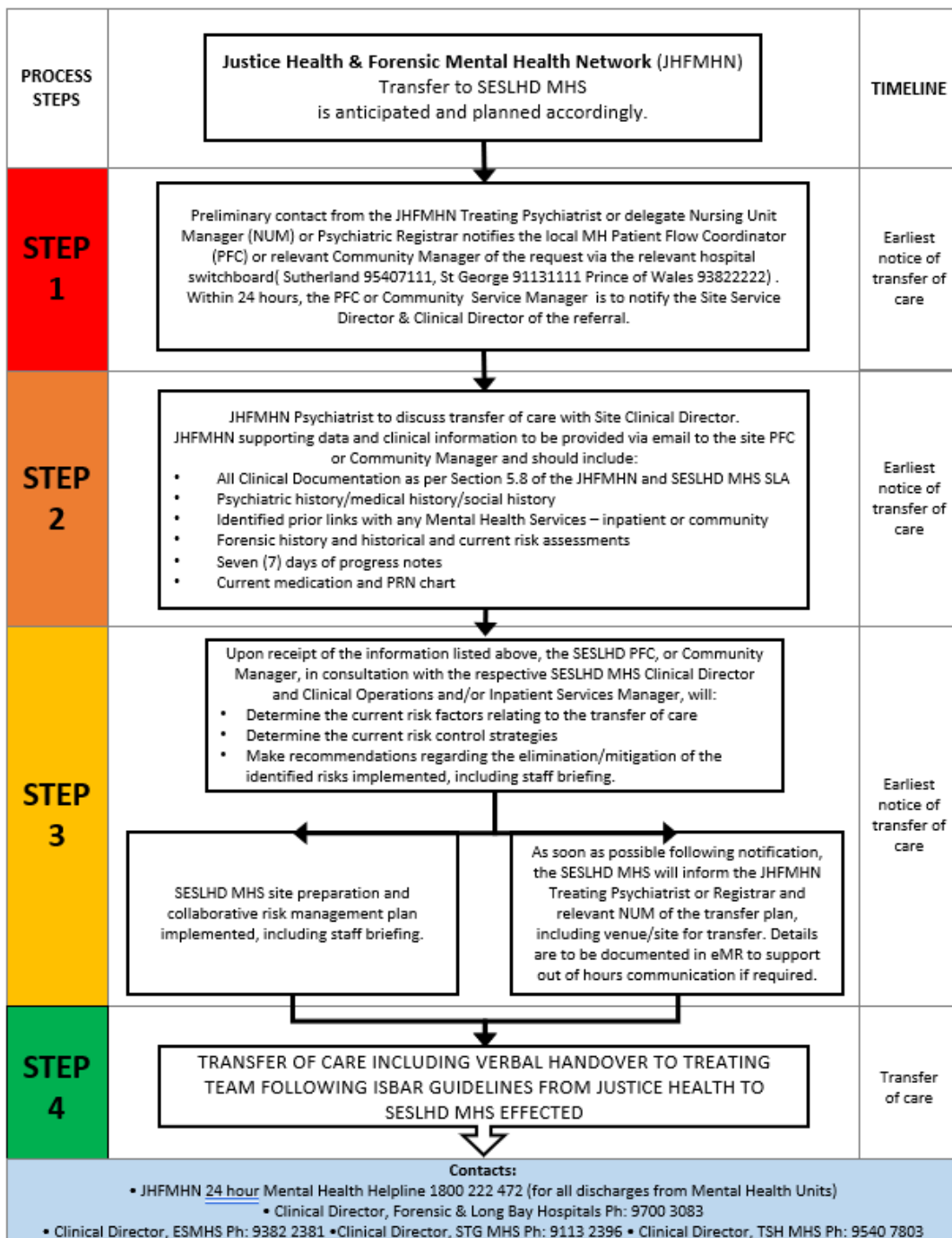
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APPENDIX A:

Trim No.: T17/62873

Appendix A: Justice Health Referral to SESLHD Mental Health Service (MHS) Patient Flow Process into Inpatient Mental Health Bed and/or Community Team.

Risk Rating:	Medium	Review Date:	February 2027
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APPENDIX B:

Trim No.: T20/32137

Appendix B: SESLHD Mental Health Service (MHS) to Justice Health
Transfer of Care Process into Justice Health.

Risk Rating:	Medium	Review Date:	February 2027
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