1.0 Title

Admission to Mental Health Inpatient Units

2.0 Background

This policy provides:

- A standardised approach for access and admission to inpatient mental health units;
- Pathways for admission that reduce delays and unnecessary duplication in the admission process;
- A framework for cooperation and cohesion between mental health service providers and referral agencies;
- A framework addressing the needs of minority groups.

This policy is written in accordance with relevant State/National Policies and relevant legislation.

3.0 Purpose

Northern NSW Local Health District (NNSW LHD) Mental Health Services (MHS) provides assessment, treatment and coordinated care for individuals who are experiencing mental illness/disorders, in the context of National Mental Health Standards and NSW Health directives and in accordance with requirements of the NSW Mental Health Act 2007 (MHA). The purpose of this policy is to ensure that mental health patients are managed safely and efficiently in the admission process to mental health inpatient units (MH IPU).

4.0 Policy Statement

NNSW LHD MHS will ensure the principles in this policy are observed by NNSW LHD MHS providers involved in the provision of admission to MH IPU. NNSW LHD MHS provide equitable access including a 24 hour, 7 days per week Mental Health Line (MHL) to the population of the NNSW LHD. When caring for people admitted to MHS, principles of Person Centred Care, Trauma Informed Care and Recovery will be followed.
4.1 **Action**
Admissions to MH IPU will be managed according to the principles in this document.

4.2 **Resources**
Mental Health Services
Mental Health Line

4.3 **Organisational Responsibility**
NNSW LHD MHSs are responsible for the efficient and effective management of admissions to MH IPU.

4.4 **Management Responsibility**
It is the responsibility of each MHS Network Manager to ensure staff under their management are made aware of current policies relevant to their area of work.

4.5 **Employee Responsibility**
It is the responsibility of each MHS employee to work in accordance with this policy and associated procedures, including: Mental Health Inpatient Flow and Bed Management Policy and Procedure, Access and Entry to Mental Health Services Policy and Procedure, Models of Care and to keep up to date with policy changes relevant to their area of work.

5.0 **Definitions**
MHA – Mental Health Act 2007
MH IPU - Mental Health Inpatient Unit
MHL - Mental Health Line
MHS - Mental Health Service
NNSW LHD - Northern New South Wales Local Health District

6.0 **References**
- The National Standards for Mental Health Services (2010)
- The Work Health & Safety Act (2011)
- Work Health & Safety regulation 2011
- The NSW Mental Health Act 2007
- The Memorandum of Understanding (MOU) between Mental Health Services NSW Police Service and NSW Ambulance Service 2007
- National Safety and Quality Health Service Standards (NSQHSS) 2012
- NSW Health Risk Matrix
- NSW Health PD2013_049 Recognition and Management of Patients who are Clinically Deteriorating
- NSW Health PD2015_001 Preventing and Managing Violence in the NSW Health Workforce – A Zero Tolerance Approach
- NC-NNSW-POL-6763-13 Admission to Mental Health Inpatient Units
- NC-NNSW-POL-6737-13 Access and Entry to Mental Health Services
- Model of Care Byron Hospital Mental Health Sub Acute Unit
- Model of Care Lismore Child & Adolescent Inpatient Unit
- Model of Care Lismore Older Persons Mental Health Unit
- Model of Care Lismore Adult Acute Inpatient Unit
- Model of Care Community Mental Health

7.0 **Appendices**

Nil
## 8.0 NNSW LHD Clinical Policy Cover Sheet

<table>
<thead>
<tr>
<th>COVER SHEET</th>
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<tbody>
<tr>
<td>NNSW Local Health District CLINICAL Policy Framework</td>
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<tr>
<th>Name Of Document</th>
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<tr>
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<td>Superseded Document</td>
<td>NC-AREA-POL-2084-07</td>
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<td>Sites/Services where compliance with this Policy is mandatory.</td>
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**Related Ministry of Health PDs, LHD Documents or Australian Standards:**

- The National Standards for Mental Health Services (2010)
- The Work Health & Safety Act (2011)
- Work Health & Safety regulation 2011
- The NSW Mental Health Act 2007
- The Memorandum of Understanding (MOU) between Mental Health Service, NSW Police Service and NSW Ambulance Service 2007
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<table>
<thead>
<tr>
<th>Risk Management</th>
<th>Risk management aims to reduce the risk of barriers in admission to mental health inpatient units in a timely manner and avoiding an adverse patient outcome; Ensures compliance with NSW Mental Health Act 2007 and National Mental Health Standards (2010).</th>
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<td>Targeted Risk Rating</td>
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<td>21 December 2016</td>
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<td>21 December 2021</td>
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<tr>
<td>Aboriginal Health Advisory Committee Registration Number</td>
<td>CG/2013/14</td>
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<tr>
<td>Author</td>
<td>Heather Thomson, Acting Service Development Coordinator Mental Health and Drug and Alcohol Services</td>
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<tr>
<td>Clinical Authority</td>
<td>NNSW LHD Mental Health Services Clinical and Corporate Governance Meeting</td>
</tr>
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<td>Management Authority</td>
<td>NNSW LHD Health Care Quality Committee</td>
</tr>
<tr>
<td>Executive Sponsor</td>
<td>Executive Director Mental Health, Drug and Alcohol</td>
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<td>Key Words</td>
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<tr>
<td>Summary</td>
<td>This policy provides the framework for admissions to Mental Health Inpatient Units and outlines the policy to ensure best practice in relation to admissions</td>
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<td>Date Approved for Electronic Distribution by NNSW LHD Chief Executive</td>
<td>21 December 2016</td>
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Signature NNSW LHD Chief Executive

Wayne Jones