

MENTAL HEALTH SERVICE BUSINESS RULE SESLHDBR/092

Name	Norfolk Island and International requests for specialist mental health admission within South Eastern Sydney Local Health District (SESLHD)		
What it is	Guide for managing Norfolk Island and International requests for specialist mental health admission within SESLHD		
Risk rating	Low	Review date	November 2026
Who it applies to	This business rule applies to all SESLHD Mental Health Service (MHS) staff involved with Norfolk Island and International requests for specialist mental health admission within SESLHD.		
What to do	<ul style="list-style-type: none"> • The Norfolk Island Team or International Referral Team (the organisation making the referral on behalf of the patient located overseas) identifies the need for specialist mental health admission following comprehensive clinical assessment and medical review, which includes a detailed risk assessment. • Where possible, all requests should occur during business hours. • All requests received by site mental health services must be directed to the General Manager SESLHD MHS. • The General Manager SESLHD MHS is the only person within SESLHD MHS authorised to review requests for Norfolk Island or International admission. • Consultation with NSW Ministry of Health, Mental Health Branch, and Regulatory Team will occur thereafter as required. • Following the above, consultation then occurs with the relevant site Mental Health Senior Executive and/or the Chief Executive SESLHD. • The SESLHD decision in relation to Norfolk Island or International request for admission to a SESLHD MHS venue is made by the General Manager SESLHD MHS in consultation with the Mental Health Branch, Site Executive. • Any appeal to this decision must be addressed to the Chief Executive. • In an extraordinary event (threat to life and/or safety to self or others) where the Norfolk Island or International Referral Team requires after-hours assistance, the initial point of contact is the General Manager, SESLHD MHS, who may be contacted via any SESLHD hospital switchboard. 		

Outcome Communication	The SESLHD MHS Director of Nursing will notify the Norfolk Island or International Referral Team of the outcome of the request for specialist mental health admission.
Who is responsible	SESLHD MHS staff involved with Norfolk Island & International requests for specialist mental health admission within South Eastern Sydney Local Health.
Ministry of Health/ SESLHD reference	<u>NSW Health</u> <u>PD2021_021 Medicare Ineligible and Reciprocal Health Care Agreement</u> <u>Sydney Children's Hospital</u> <u>Acceptance for Admission and treatment of Medicare Ineligible Patients At SCHN Procedure No: 2013-9051 v3</u>
Functional Group	Mental Health
Executive Sponsor	Ms Angela Karooz General Manager SESLHD Mental Health Service
Author	Ms Daniella Taylor Access and Pathways to Care Lad, Partnerships and Transitions Team SESLHD Mental Health Service

Revision and Approval History

Date	Revision Number	Author and Approval
11/3/2019	0.1	Daniella Taylor, Access and Service Integration Manager, Mental Health, SESLHD
12/03/2019	0.1	Marcie Debaets, A/Service Development Manager Mental Health, SESLHD
25/03/2019	0.2	Daniella Taylor, Access and Service Integration Manager, Mental Health, SESLHD. Addition of Ministry of Health / SESLHD references. Addition of immediate notification to Director of Operations and approval processes.
	0.3	Reviewed by A Karooz
	0.4	Minor amendments to document made by A McInerney – no changes to content.
June 2019	0.5	Incorporates feedback from the DDCC
July 2019	0.6	Edited to address concerns raised at DDCC. G Marr has reviewed and confirmed the revised wording addresses the issue discussed.
July 2019	0.7	Circulated to DDCC for review Incorporates feedback received
August 2019	0.8	Endorsed by SESLHD MHS DDCC Endorsed by SESLHD MHS Clinical Council
September 2019	Draft	Processed by Executive Service before progression to Clinical and Quality Council for approval prior to publishing.
October 2019	0.8	Approved by Clinical and Quality Council and published.
November 2021	1.0	Updated by GM MHS in consultation with Ms Adrianna Scotti – Roberts A/ Manager Norfolk Island Support Program SESLHD MHS to include Norfolk Island Referrals post 31 December 2021. Endorsed MHS DDCC out-of-session Endorsed MHS Clinical Council. Approved by Executive Sponsor.