

**MENTAL HEALTH SERVICE  
BUSINESS RULE COVER SHEET**



**Health**  
South Eastern Sydney  
Local Health District

<b>NAME OF DOCUMENT</b>	On-Call Responsibilities for Child and Adolescent Mental Health (CAMHS) Consultant Psychiatrists in the South Eastern Sydney Local Health District (SESLHD) Mental Health Service (MHS)
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<b>FUNCTIONAL GROUP(s)</b>	Mental Health, Child and Adolescent Health
<b>KEY TERMS</b>	On-call, Consultant Psychiatrist, Child and Adolescent, CAMHS, Mental Health
<b>SUMMARY</b>	This procedure provides an outline of the on-call clinical and communication responsibilities between CAMHS Consultant Psychiatrists and staff involved in the mental health assessment and admission of children and young people aged 17 years and under in SESLHD facilities.

**COMPLIANCE WITH THIS DOCUMENT IS MANDATORY**

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**1. POLICY STATEMENT**

On-call duties allow for the provision of timely and effective care to consumers outside of regular hours. The on-call Consultant Psychiatrist plays a crucial role in providing advice to mental health staff assessing and managing mental health consumers out of hours.

This procedure articulates the on-call clinical and communication responsibilities between on-call CAMHS Consultant Psychiatrist and staff involved in the mental health assessment and mental health admission of children and young people in SESLHD facilities.

**2. BACKGROUND**

This procedure applies to all SESLHD staff involved in the mental health assessment and mental health admission of children and young people aged 17 years and under<sup>1</sup> outside of usual business hours (determined as Monday – Friday 8.30am – 5.00pm excluding public holidays).

It outlines the processes for communication between the on-call CAMHS Consultant Psychiatrist and SESLHD mental health staff regarding the assessment, review and discharge/admission planning of children and young people who may be presenting to SESLHD facilities, seen by SESLHD mental health staff in the community after hours, or already admitted to SESLHD facilities e.g. Paediatric Wards, SESLHD Psychiatric Emergency Care Centres (PECC) or SESLHD Mental Health Inpatient Units.

This procedure details mental health staff responsibilities to ensure safe clinical handover of children and young people, including, when clinically necessary handover from the on-call CAMHS Consultant Psychiatrist at the conclusion of the on-call period to another clinician.

This procedure is not a comprehensive overview of the role of CAMHS Consultant Psychiatrists within the SESLHD MHS.

**3. RESPONSIBILITIES**

**3.1 Employees will:**

Follow the procedure as detailed within this document and escalate as per local process when the procedure is unable to be complied with.

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<sup>1</sup> young people aged 17 and over will only be eligible for CAMHS if they are still in full-time secondary education. Young people aged over 17 who are no longer enrolled in secondary education, are working, in an apprenticeship, or attending tertiary education should be discussed with the Adult Duty Consultant Psychiatrist after hours as not eligible for CAMHS admission

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**3.2 Line Managers will:**

Ensure employees are aware of this procedure and understand the local escalation processes. Line managers will also ensure that any instances of non-compliance with this procedure are escalated appropriately.

**3.3 District Managers / Service Managers will:**

Ensure that employees and line managers are aware of this procedure and understand the local escalation processes.

**3.4 Medical staff will:**

Will comply with this procedure and ensure that any occasions where compliance is not possible are escalated appropriately.

**4. PROCEDURE**

**4.1 Responsibilities for after hours on call roster**

Provide a roster of on-call CAMHS Consultant Psychiatrist, pro-rata, to cover the following period:

- Weekdays, including Fridays, from 5:00pm to 8.30am the following day
- Weekends and Public Holidays from 8:30am to 8.30am the following day

The roster will be distributed to all the relevant facilities in a timely fashion and any changes will be notified to switchboards as soon as practicable.

**4.2 Responsibilities for consultation regarding assessment of children and young people**

Provide telephone consultation, at any time during the rostered period, to SESLHD staff seeking mental health advice regarding the assessment, review and discharge/admission planning of children and young people who may be presenting to SESLHD facilities, seen by SESLHD mental health staff in the community after hours, or already admitted to SESLHD facilities e.g. Paediatric Wards, SESLHD Psychiatric Emergency Care Centres (PECC) or SESLHD Mental Health Inpatient Units.

Requests for consultations may concern patients presenting at Emergency Departments or from within the general hospital and may come from Paediatricians, Emergency Physicians or SESLHD mental health staff, including Trainees in Psychiatry and other on-duty mental health professionals.

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**4.2.1 Admission responsibilities**

- The on-call CAMHS Consultant Psychiatrist will be expected to support the SESLHD MHS in advising where a child should be cared for if they recommend admission for a mental health issue.
- Admission could be to a child and adolescent specialist mental health bed but when this is unavailable, admission could be to the SESLHD Psychiatric Emergency Care Centre (PECC) or to a SESLHD Mental Health Inpatient Unit (MHIPU). The on-call CAMHS Consultant Psychiatrist should advise the clinician of the level of supervision and observation required in the unit concerned and request this is documented and conveyed to the admitting staff.
- If the on-call CAMHS Consultant Psychiatrist recommends admission to a specialist adolescent unit in another LHD they will need to ensure there is an interim management plan in place for the young person, whilst awaiting acceptance/transfer to the specialist unit. A referral to the specialist unit will need to be initiated in a timely manner and this may involve the on-call CAMHS Consultant Psychiatrist requesting that a referral form be completed by the mental health clinician and forwarded to the relevant Specialist Adolescent Units, that the referral be made on the next working day after review by the CAMHS staff, or in some cases may involve a direct conversation with the Specialist Adolescent Unit Consultant out of hours to discuss transfer. This would be determined based on clinical necessity by the on-call CAMHS Consultant Psychiatrist.
- Any recommendation by the on-call CAMHS Consultant Psychiatrist to admit a child or young person with a mental health issue must be discussed with the accepting Senior Medical Officer as described below.

**4.2.2 Paediatric Ward Admissions**

- The on-call CAMHS Consultant Psychiatrist can provide advice and support to the paediatric team and to on call mental health staff regarding the management of children admitted to a paediatric ward requiring mental health consultation during the on-call period.

**4.2.3 External Specialist Inpatient Adolescent Unit**

- When referral is recommended to an external adolescent unit by the on-call CAMHS Consultant Psychiatrist for SESLHD, the policy of the admitting unit regarding referral and admission processes should be followed. The recommendation should be documented in the notes so that necessary handover occurs.

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**4.2.4 Psychiatric Emergency Centre (PECC) / Mental Health Inpatient Unit (MHIPU)  
Admissions**

- When a child or young person aged 17 years or under requires short-term admission to a PECC or a MHIPU, the on-call CAMHS Consultant Psychiatrist will need to ensure that the site Adult Duty Consultant Psychiatrist has been informed and has accepted the young person for admission to the mental health bed.
- The on-call CAMHS Consultant Psychiatrist will provide ongoing consultation to the treating team regarding the management of the child or young person as requested and handover to the site CAMHS team/on-call CAMHS Consultant Psychiatrist via the agreed process at the end of the on-call period.

**4.3 Responsibilities for clinical handover**

To ensure a safe clinical handover at the transition of one on-call period to another and at each site:

- On concluding an on-call period, the on-call CAMHS Consultant Psychiatrist should ensure that where clinically necessary, the agreed process is followed regarding the handover to the CAMHS Consultant Psychiatrist assuming on-call responsibilities or the site CAMHS or ACT and document as per [SESLHDBR/040 Clinical Handover for Mental Health Services \(ISBAR\)](#) and [SESLHDBR/033 On-Call Responsibilities for Mental Health Service Registrars and Consultants in Psychiatry](#)
- The on-call CAMHS Consultant Psychiatrist will ensure that the SESLHD clinician on duty understands the plan formulated with the on-call CAMHS Consultant Psychiatrist and that they will hand over to the accepting team e.g. ACT, Adult Mental Health Team

**4.4 Psychiatric Trainee and Adult Duty Consultant Psychiatrist responsibilities**

**4.4.1 Psychiatric Trainee or on-duty mental health professional**

- The SESLHD mental health staff member (Psychiatric Trainee or on-duty mental health professional at the facility) will undertake an initial face-to-face assessment of the child or young person, together with a carer/family member if available (when a young person is under 14 years of age a parent/guardian should be contacted for consent before assessment, unless there is an immediate threat to life. If there is a reason to exclude the parent/guardian from the assessment, a mandatory notification should be made and DCJ input requested for the assessment and the situation discussed with the on-call CAMHS Consultant Psychiatrist) see NSW Health [Consent to Medical and Healthcare Treatment Manual Section 8 – Minors](#).
- The SESLHD mental health staff member will formulate a management plan and, seek advice initially from the on-call CAMHS Consultant Psychiatrist regarding implementation of the plan and document the plan as discussed and agreed.

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- The SESLHD mental health staff member completing the assessment is responsible for ensuring arrangements for ongoing care as discussed with the on-call CAMHS Consultant Psychiatrist, are in place and documented and handover is completed via the agreed local process.
- The SESLHD mental health staff member must follow the process for admission of a child or young person as recommended by the on-call CAMHS Consultant Psychiatrist [SESLHDBR/033 On-Call Responsibilities for Mental Health Service Registrars and Consultants in Psychiatry](#) and [SESLHDPR/735 Admission and Discharge/Transfer of Care Processes for Acute Mental Health Inpatient Units \(including Direct Admissions for Consumers linked with Community Mental Health\)](#)
- The SESLHD mental health staff member should be aware that the final decision regarding an admission to a SESLHD mental health facility will be made by the site based on-call Adult Duty Consultant Psychiatrist (see below)

**4.4.2 Adult Duty Consultant Psychiatrist (at each site)**

- The site based Adult Duty Consultant Psychiatrist is ultimately responsible for the authorisation of all inpatient admissions to SESLHD mental health facilities. [SESLHDPR/735 Admission and Discharge/Transfer of Care Processes for Acute Mental Health Inpatient Units \(including Direct Admissions for Consumers linked with Community Mental Health\)](#)
- Any child or young person admitted to SESLHD MH facilities will be admitted under the care of a site based Consultant Psychiatrist.
- The on-call Adult Duty Consultant Psychiatrist may request advice and support from the on-call CAMHS Consultant Psychiatrist at any time during the rostered after-hours period to assist with the ongoing management of a child or young person in a SESLHD mental health facility.
- Any issues arising from discussion between the Adult Duty or on-call Consultant and on-call CAMHS Consultant Psychiatrist and requiring resolution can be escalated to the district Mental Health executive on-call for discussion.

**5. DOCUMENTATION**

eMR Documentation from the Mental Health Clinician that assesses the child/young person is required to document the communication with the on-call Adult Duty Consultant Psychiatrist and on-call CAMHS Consultant Psychiatrist prior to formulating a plan for the consumer.

**6. AUDIT**

Annual review of In-Patient QARS File Audits of Child/Youth episodes of care



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**7. REFERENCES**

**SESLHD**

- [SESLHDBR/033 On-Call Responsibilities for Mental Health Service Registrars and Consultants in Psychiatry](#)
- [SESLHDBR/040 Clinical Handover for Mental Health Services \(ISBAR\)](#)
- [SESLHDPR/735 Admission and Discharge/Transfer of Care Processes for Acute Mental Health Inpatient Units \(including Direct Admissions for Consumers linked with Community Mental Health\)](#)

**NSW Health**

- [Consent to Medical and Healthcare Treatment Manual](#)
  - [Section 8 – Minors](#)

**Other**

- [NSQHS Standards \(Second edition\)](#)
  - Standard 1 Clinical Governance Standard (1.23 and 1.24 Credentialing and scope of clinical practice), (1.25 and 1.26 Safety and quality roles and responsibilities)

**8. VERSION AND APPROVAL HISTORY**

Date	Version	Version and approval notes
December 2023	1.0	Generation of new procedure by CAMHS Clinical Director. Review and Endorsement of SESLHD MHS DDCC
February 2024	1.0	Endorsed for publication MHS Clinical Council
March 2024	1.0	Endorsed for publication Executive Sponsor
April 2024	1.0	Draft for comment period complete Endorsed for publication by Executive Sponsor
24 July 2024	1.0	Document published
24 July 2024	1.1	Document re-published following amendment to metadata.