## DRUG AND ALCOHOL SERVICE BUSINESS RULE
### SESLHDBR/060

<table>
<thead>
<tr>
<th>Name</th>
<th>Process for arranging emergency and elective Drug and Alcohol (D&amp;A) admissions to Sydney / Sydney Eye Hospital (SSEH).</th>
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</thead>
<tbody>
<tr>
<td>What it is</td>
<td>This Business Rule describes the process for arranging emergency (via ED) and elective (pre-arranged) Drug and Alcohol admissions to Sydney/ Sydney Eye Hospital.</td>
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<td>Risk Rating</td>
<td>Low Risk</td>
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<tr>
<td>What it is not</td>
<td>It is NOT a replacement for NSW Health, SESIAHS or SESLHD Policy Directives or Procedures. These must be complied with at all times.</td>
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</tbody>
</table>
| Who it applies to | • All SESLHD clinical staff  
• Sydney Hospital/Sydney Eye Hospital Bed Managers  
• Sydney Hospital/Sydney Eye Hospital Emergency Department staff  
• Prince of Wales Hospital Emergency Department staff  
• St George Hospital Emergency Department staff  
• Sutherland Hospital Emergency Department staff |
| What to do | The following applies to all non-booked admissions: |
| 1. | During regular business hours (Monday to Friday, 0830 to 1700 hours), initial requests for admissions are directed to the SSEH D&A CNC, via SSEH switch 9382-7111, who will then discuss the potential admission with the D&A Registrar responsible for admissions at SSEH (SSEH D&A Registrar). The SSEH D&A Registrar is backed up by the D&A Staff Specialist responsible for admissions at SSEH (SSEH D&A Staff Specialist). If the SSEH D&A CNC is unavailable, then initial requests for admissions can be made to the Northern Sector on call D&A Registrar via SSEH switch 9382-7111. For potential admissions to SSEH, the Northern Sector on call D&A Registrar is backed up by SSEH D&A Staff Specialist. If the SSEH D&A Staff Specialist is unavailable, then the Northern Sector on call D&A Registrar should contact the Northern Sector on call D&A Staff Specialist. |
| 2. | Outside regular business hours, initial requests for admissions are directed to the on call SESLHD D&A Registrar via SSEH switch 9382-7111. The SESLHD on call D&A Registrar is backed up by the SESLHD on call D&A Staff Specialist. Any admissions need to be handed over early on the first regular business day by the on call SESLHD D&A Registrar to the SSEH D&A CNC and/or SSEH D&A Registrar. |
| 3. | The D&A Registrar (SSEH Registrar or on call Registrar) or SSEH D&A CNC accepting the admission will contact the SSEH Bed Manager to check bed availability and ensure adherence to the |
maximum four bed D&A inpatient capacity. In circumstances where there is a critical need for admission and the four D&A beds are already occupied, the D&A Registrar should discuss the patient with the D&A Staff Specialist. The D&A Staff Specialist should only approve admissions above the four allocated beds if the existing D&A patients are deemed to be clinically stable.

4. After discussing the need for admission with the D&A Staff Specialist (Refer to SESLHDPR238 and Appendix 1), the D&A Registrar (SSEH Registrar or on call Registrar) or SSEH D&A CNC will contact the referring clinical service and confirm the admission.

5. The SSEH Bed Manager will not accept any admission to D&A beds without direct contact from a member of the D&A team (i.e. SSEH D&A CNC, D&A Registrar or D&A Staff Specialist).

6. If admission is not possible, relevant advice re patient’s management will be provided to the referring clinicians by the D&A team.

The following applies to all booked admissions from Langton Centre or St George D&A services:

Prior to consideration of a booked admission, the referring D&A doctor:

- negotiates a suitable date for admission with the patient.
- contacts the SSEH D&A Registrar/Staff Specialist and the SSEH D&A CNC to confirm acceptance of the admission.
- completes SSEH admission documentation on eMR and sends copy of this with the inpatient medication chart for withdrawal medications as per template (Appendix 2), and takes bloods if indicated.

If admission is accepted, the SSEH D&A CNC:

- contacts the bed manager to book a bed for the agreed date
- enters an appointment in the SharePoint – Booked Admissions calendar

If admission is accepted, the referring D&A doctor:

- contacts the intake officer at The Langton Centre or St George Hospital D&A services to arrange a time that a D&A doctor can complete procedure required for the day of admission. This is best completed by the referring D&A doctor.
- provides advice to the patient about the process, including time of final assessment prior to admission (this is preferred early in the morning of admission e.g. 10am), date and location for attendance for this final assessment (e.g. The Langton Centre or St George D&A services).
- advises to cease alcohol use prior to midnight on the day before admission (if the patient presents in an intoxicated state this will jeopardise the admission plans).
- for non-alcohol related admissions, individual management plan will be discussed and documented
On the date of admission, and prior to transfer to SSEH, a D&A Registered Nurse:
- Completes the admission including
  - Breath Alcohol %
  - Alcohol Withdrawal Scale
  - BP, Pulse, Temperature
- Contacts the SSEH D&A Registrar/Staff Specialist and the SSEH D&A CNC and provides them with a detailed clinical handover as per ISBAR policy (SESLHDBR/303).
- Contacts the SSEH Bed Manager to confirm bed availability and expected patient arrival time.

Patients from St George Hospital need to arrange own transport. Patients from The Langton Centre will have transport booked with patient transport services. (PD2014_013).

<table>
<thead>
<tr>
<th>When to use it</th>
<th>On all occasions when arranging patient admission (emergency or elective) to the Drug and Alcohol Service at SSEH</th>
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<tbody>
<tr>
<td>Why the rule is necessary</td>
<td>This Business Rule is necessary to ensure that the number of emergency and elective Drug and Alcohol Service admissions to SSEH does not exceed the clinical capacity of the service in order to provide safe and effective service delivery. The maximum capacity agreed at SSEH is four (4) beds.</td>
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<tr>
<td>Who is responsible</td>
<td>All D&amp;A Registrars, Staff Specialists, D&amp;A CNC’s, SSEH Bed Managers and Emergency Department staff at all above mentioned Hospitals</td>
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</table>
| Executive Sponsor | Professor Nicholas Lintzeris  
  Director SESLHD D&A Service |
| Author | Dr Mark Montebello, Medical Manager, SESLHD D&A Service |
Appendix 1

Criteria for admission to Sydney Hospital for alcohol withdrawal management

- Referral from a medical officer who has assessed the patient, or from D&A staff
- The patient is in severe alcohol withdrawal or at significant risk of severe alcohol withdrawal
- Not suitable for outpatient withdrawal management or has recently failed outpatient withdrawal management
- Blood alcohol level less than 0.1% or blood test of < 11 mmol/Lt
- Priority given to residents of SESLHD catchment area or no fixed address
- Less than two admissions in past six months to Sydney Hospital for alcohol withdrawal management
- Patient is wanting admission
- Patient is informed that that SESLHD has a policy directive and committed to being a smoke free environment. NRT and other supports are in place to assist patients with compliance. (SESLHNPD/99, SESLHDPR/316)

- Comprehensive alcohol and drug history:
  - Amount of alcohol used per day (in Standard Drinks)
  - Duration of current episode
  - Number of drinking days over the past month
  - Time of last drink
- Other drug use
- Medical history including alcohol withdrawal seizures in the past or at high risk of seizures – if acute issues, not for admission until medical cleared
- Surgical history including history of head injuries – if acute issues, not for admission until medical clearance
- Psychiatric history including risk assessment – if acute issues, not for admission until psychiatric clearance. Cannot be under the Mental Health Act.
- Prescription drug abuse history especially benzodiazepines – complicates withdrawal management
- Results of full blood count, liver function tests, EUC, coags
Appendix 2
Appendix 3

EMERGENCY (via ED) ADMISSION

Yes

During business hours? (Mon – Fri 0830 – 1700)

No

Contact SSEH D&A CNC via SSEH switch 9382 7111

SSEH D&A CNC unavailable

Contact Northern sector on call D&A Registrar

SSEH D&A Staff Specialist unavailable

Registrar discusses with SSEH D&A Staff Specialist

Registrar discusses with Northern sector on call D&A Staff Specialist

Registrar (or SSEH D&A CNC) checks bed availability with SSEH Bed Manager

Bed available (max capacity 4)

Registrar (or SSEH D&A CNC) confirms admission with referring clinical service

Registrar hands admission over on next regular business day to SSEH D&A CNC and/or SSEH D&A Registrar

No bed available (4 beds all occupied)

Registrar to discuss with Staff Specialist

Admission critical?

Yes

Staff Specialist can approve admission if existing patients clinically stable

No

D&A team to provide advice to referring clinicians for management
ELECTIVE ADMISSION FROM LANGTON CENTRE OR ST GEORGE D&A SERVICES

Referring D&A doctor negotiates suitable date with patient

Admission accepted

Referring D&A doctor completes SSEH forms (eMR) and inpatient medication chart, takes bloods if indicated

Referring D&A doctor arranges time on the day of admission for completion of assessment prior to transfer by a Registered Nurse

Referring D&A doctor advises patient of process including time, date and location of attendance for assessment prior to transfer

Registered Nurse completes assessment prior to transfer on date of admission

Registered Nurse contacts SSEH Bed Manager to confirm bed availability and expected patient arrival time

Registered Nurse contacts SSEH D&A Registrar / Staff Specialist and SSEH D&A CNC with clinical handover

SSEH D&A CNC enters an appointment into SharePoint – Elective Admissions calendar

Patients from St George – admission paperwork faxed/ emailed to SSEH D&A Registrar / CNC / RMO

Patients from St George Hospital arrange own transport

Patients from The Langton Centre will have transport booked

SSEH D&A CNC contacts SSEH Bed Manager to book bed for agreed date

Patients from The Langton Centre – admission paperwork sent with patient via booked transport