



## Absent Without Leave and Missing Persons Flowchart

Effective: 3 May 2017

### SHIFT COORDINATOR

1. Establish when and where patient last seen.
2. Telephone the patient.
3. Inform Clinical Nurse Manager (CNM) and Duty/ on-call Psychiatrist.
4. Where available inform AMHLO to assist search.
5. Inform security and organise search of immediate area/grounds.
6. Business Hours: Inform MH Liaison Nurse.
7. Business Hours: Inform ED Coordinator and BH ED1 Duty Medical Officer and document on WACHS K Communication of Change in Patient Condition sticker and file in patient health record.
8. After hours: Inform Broome Hospital (BH) After Hours Hospital Coordinator (AHC) and ED1 Duty Medical Officer (EDMO) and document as per point 7.

**PATIENT STILL MISSING**

**PATIENT LOCATED and returned to Unit**

### SHIFT COORDINATOR

Instigate the following actions:

1. Contact Case Manager, inform carer, close family member or other personal support person.
2. Complete Form 7D if patient involuntary or referred under MHA.
3. If patient is involuntary contact Police and report patient as AWOL or missing. Fax Form 7D if needed. Update police on daily basis regarding patient status.
4. If patient is involuntary complete AWOL form MRK7037.
5. Complete Datix Clinical Incident Management System ([Datix CIMS](#)) form.
6. Documentation completed in patient health record.

### SHIFT COORDINATOR

1. Arrange for BMHU Medical team (business hours) and BH ED1 Duty Medical Officer (after hours) to undertake medical review of patient as required.
2. Inform Police, the BMHU Duty /on-call Psychiatrist, CNM and patient's carer, close family member or other personal support person.
3. Inform MH Liaison Nurse.
4. Business Hours: Inform ED Coordinator and BH ED1 DMO and documenting on WACHS K Communication of Change in Patient Condition sticker and file in patient health record.
5. After Hours: Inform Broome Hospital (BH) AHC and ED1 DMO and document as per point 4.
6. Formulate any changes to treatment plan, update risk assessment and consider location for treatment in consultation with Duty/on-call Psychiatrist.
7. Patient is reviewed by duty psychiatrist or Registrar within 24 hours of return.
8. Complete Datix Clinical Incident Management System ([Datix CIMS](#)) form .
9. Documentation completed in patient health record.

### FOR ALL PATIENTS AWOL OR MISSING REGARDLESS OF MHA STATUS

*Business Hours:* CNM inform KMHD Regional Manager and Clinical Director; WACHS Executive.  
*After hours:* On-call Psychiatrist inform WACHS Executive via Broome Hospital switchboard.