



Admission to Goldfields Mental Health Service – Community Mental Health Procedure

Effective: 12 April 2018

1. Guiding Principles

The Goldfields Community Mental Health Service (GCMHS) is a community based ambulatory, specialist clinical service.

GCMHS prioritises resources for those who meet the eligibility criteria as per WACHS [Access and Admission Criteria for Adult/Older Adult Community Mental Health Services Policy](#) and WACHS [Child and Adolescent Mental Health Services Access Criteria Policy](#).

For referrals deemed less likely to be assisted by GCMHS, the GCMHS assists the referrer to access appropriate services.

The main objectives of this service are to:

- provide mental health care in a timely, effective, efficient and high quality manner to achieve optimal outcomes for patients, their families, carers and the community
- promote recovery through the provision of continuing care for those experiencing severe and persistent mental health disorders and their families
- reduce onset, severity, duration and recurrence of mental disorders through early identification and intervention.

The GCMHS provides services to consumers residing in the Goldfields region with the exception of the Ngaanyatjarra Lands and Spinifex Lands and may provide treatment for those temporarily residing in the region. Consultation may be provided regarding residents of the Lands including VC assessment under the MH Act 2014 at the request of Ng Health or Spinifex Health.

2. Procedure

2.1 Referral

Individuals can be referred to the GCMHS from a number of sources:

- General Practitioners.
- Private psychiatrists and other specialist medical services.
- Public and private healthcare providers.
- Community agencies (government and non-government).
- School services.
- Crisis and emergency services.
- Self-referral, relative and significant others.

Referrals outside the GCMHS catchment area are to be returned to the referrer with advice on the appropriate service. Out of area referrals temporarily residing in the GCMHS catchment area are to be assessed on an individual basis.

All referrals are processed according to the PSOLIS business rules found [here](#).

2.2 Eligibility Criteria GCMHS Adult/Older Adult Streams

The GCMHS provides assessment, treatment and support services to people with a moderate to severe persistent mental illness including those at high risk.

Adult/Older Adult acute response/emergencies

The GCMHS endeavours to provide acute and emergency response to referred patients either directly or by collaboration with local emergency and support services. Responses are provided in accordance with the WACHS [Access and Admission Criteria for Adult/Older Adult Community Mental Health Services Policy](#).

2.3 Eligibility Criteria GCMHS Child and Adolescent Mental Health Service (CAMHS) Stream

The GCMHS CAMHS provides assessment, treatment and support services to children and adolescents in accordance with the WACHS [Child and Adolescent Mental Health Services Access Criteria Policy](#).

CAMHS acute response / emergencies: WACHS [Acute Response in Child and Adolescent Mental Health Services Policy](#).

2.4 Patients not meeting admissions criteria

If following triage and assessment, a patient does not meet the criteria for the GCMHS, the following is to occur:

- Provide written feedback from the triage and/or assessment process and explain why they are not eligible.
- Provide options and contact details for appropriate service providers.
- Complete the relevant service provider's referral form if applicable.
- Close the referral according to PSOLIS processes.

2.5 Admission Process

All referrals to GCMHS are assessed by the Triage officer. Triage documentation must be completed as per [Statewide Standardised Clinical Documentation \(SSCD\) Resources: - Triage to Discharge SSCD Guideline](#).

The Triage assessment and recommended plan is reviewed by an Multi Disciplinary Team (MDT) review and admission to the service is to progress as required.

On admission to the service each client is allocated a case manager to progress the recommended treatment and/or care plan for the client.

2.6 Patient re-entry to the GCMHS

If a patient is discharged from the Goldfields Mental Health Inpatient Service (GMHS) or GCMHS, readmission can occur via triage, ED and/or by the presentation of the GCMHS team by referral.

3. Definitions

Admission	As defined by the <i>Mental Health Act 2014 (WA)</i> as : “... admission, of a patient, means the admission of the patient by a mental health service, whether the patient is admitted as an inpatient or otherwise”
Mental Illness	Defined by the <i>Mental Health Act 2014 (WA)</i> as: “... characterised by a disturbance of thought, mood, volition, perception, orientation or memory and significantly impairs (temporarily or permanently) the person’s judgement or behaviour”
Treatment	As defined by the <i>Mental Health Act 2014 (WA)</i> as : “... treatment means the provision of a psychiatric, medical, psychological or psychosocial intervention intended (whether alone or in combination with one or more other therapeutic interventions) to alleviate or prevent the deterioration of a mental illness or a condition that is a consequence of a mental illness, and does not include bodily restraint, seclusion or sterilisation”

4. Roles and Responsibilities

The Clinical Director and Regional Manager, Mental Health is to:

- oversee and ensure clinical governance within the Goldfields Mental Health Service (GMHS)
- assist staff in the resolution of any issues or problems that arise in the use of this procedure.
- ensure that the principles and requirements of this procedure are applied, achieved and sustained
- develop systems to ensure all GMHS staff are provided with training and are made aware of their obligations and accompanying documentation relative to this procedure.

The Team Leader (TL) and Clinical Nurse Manager (CNM) are to:

- ensure that all GMHS staff receive sufficient training, instruction, and supervision in the use of this procedure
- monitor this document and ensure staff comply with its requirements.

All Staff are to

- ensure they comply with all requirements of this procedure
- promote a safe recovery oriented, patient-centred culture within the GMHS
- work within clinical practices, policies, operational directives, guidelines and the Australian Law to ensure a safe, equitable and positive environment for all.

5. Compliance

This procedure is a mandatory requirement under the *Mental Health Act 2014* (WA).

Failure to comply with this procedure may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Employment Policy Framework](#) issued pursuant to section 26 of the *Health Services Act 2016* (HSA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

6. Evaluation

The Team Leader is to continually monitor compliance with this procedure at the four (4) stages of the admission process: triage, intake, assessment, and multidisciplinary clinical review as part of an overall quality improvement process on at least a yearly basis.

This process is to include a routine review of patients and individual incidents.

7. Standards

[National Safety and Quality Healthcare Standards](#) (Second edition 2017):
Comprehensive Care Standard - 5.10, 5.11 and 5.13

[EQulPNational Standards](#):

Standard 11 Service Delivery – 11.3.1

Standard 12 provision of Care – 12.3.1

[National Standards for Mental Health Services](#)

Standard 10.3 Entry - 10.3.1

Standard 10.3 Entry – 10.3.3

8. Legislation

[Mental Health Act 2014](#) (WA)

9. References

[Statewide Standardised Clinical Documentation \(SSCD\) Resources](#)

§ [Triage to Discharge SSCD Guideline](#).

[PSOLIS Business Rules](#)

10. Related Policy Documents

WACHS [Access and Admission Criteria for Adult/Older Adult Community Mental Health Services Policy](#)

WACHS [Child and Adolescent Mental Health Services Access Criteria Policy](#)

WACHS [Admission Criteria for Adult/Older Adult Community Mental Health Services Policy](#)

WACHS [Acute Response in Child and Adolescent Mental Health Services Policy](#)

11. Policy Framework

[Mental Health Policy Framework](#)

**This document can be made available in alternative formats
on request for a person with a disability**

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