



Boarders Procedure

Effective: 12 December 2016

1. Guiding Principles

- 1.1 A boarder is a boarder over the age of 18 years, usually a carer, close family member or other personal support person (PSP) who stays with a patient during that patient's admission to the unit.
- 1.2 The Consultant Psychiatrist or Duty District Medical Officer may approve a boarder to stay on Broome Mental Health Unit (BMHU/ Mabu Liyan) when it is clinically assessed as being of benefit to the patient. This includes the patient's/carer cultural needs and recovery.
- 1.3 Boarders have an important role and where approved, the patient and carer, close family member other PSP is to determine the best person to be the patient's boarder.
- 1.4 Boarders must agree to and sign the [MRK7110 BMHU Boarders Information and Agreement Form](#).
- 1.5 Boarders do not provide specialist interpreter services. Where an interpreter for an Aboriginal¹ person is required, staff are to contact Kimberley Interpreter Service (KIS) to arrange a suitable interpreter (ph: 9192 3981)
- 1.6 The Aboriginal Mental Health Liaison Officer (AMHLO) is available to assist the boarder in the patient's care or to advocate for the family.
- 1.7 For all patients including those of Aboriginal origin or Culturally and Linguistically Diverse backgrounds, understanding is to be facilitated where appropriate by:
 - using leaflets/ signs
 - using approved interpreter service
 - involvement of an AMHLO
 - involvement of carer, close family member or other PSP.

2. Procedure

2.1 Role of the Boarder

The boarder is to be a carer, close family member or other PSP who is available and can:

- stay and support the patient throughout his/her admission
- help the patient understand issues related to their treatment and care
- be available as needed for patient assessment by the treating Psychiatrist or Psychiatric Registrar
- be involved in the patient's care planning with the patient and the treating team
- assist staff to understand any cultural issues that the patient may have
- respect other patient's privacy and confidentiality.

¹ Within Western Australia, the term Aboriginal is used in preference to Aboriginal and Torres Strait Islander, in recognition that Aboriginal people are the original inhabitants of Western Australia. No disrespect is intended to our Torres Strait Islander colleagues and community.

Boarders are advised about patient confidentiality and privacy.

Boarders are advised that when they leave the unit, to let nursing staff know and expected time of return.

2.2 Role of Staff

- Ensure boarders receive the patient information booklet.
- Ensure boarders receive, understand, agree and sign the Boarder Information and Agreement form.
- Ensure boarders receive and understand KMHDS Rights and Responsibilities brochure.
- Provide education to the boarder regarding the patient's illness and assist understanding of any issues relating to the patient's illness, care and treatment.
- Include the boarder in activities that benefit the patient's recovery while staying in the unit.
- Ensure boarders understand confidentiality and privacy of other patients on the unit.

2.3 Travel arrangements for Boarders

- The boarder approval is provided by a Duty District Medical Officer or Consultant Psychiatrist and once approved:
 - the referring hospital Patient Assisted Travel Scheme (PATS) arranges transport for the boarder from and to his/her place of residence to Mabu Liyan.
 - travel costs are paid for by WA Country Health Service as per the [PATS Policy](#).

2.4 Boarder arrangements while staying in BMHU

- All meals and accommodation are provided free of charge.
- The boarder is to share the patient's bedroom.
- A roll away bed is provided for the boarder.

2.5 Alcohol and other Drugs

- Boarders in possession of or using alcohol in Mabu Liyan are to be asked to leave the premises immediately.
- Boarders in possession of or suspected of using illicit substances in the unit are to be asked to leave the premises immediately and WA Police may be informed.
- Where appropriate, Kullari Patrol may be contacted to assist in taking the person to a place of safety phone: 9194 1900.

3. Definitions

Illicit substance	A drug which a person possesses unlawfully. Illicit substances can be found in many forms such as tablets, liquids and powders and may not be easily identifiable.
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4. Roles and Responsibilities

- 4.1 The **Clinical Director** has overall responsibility for ensuring that services are provided in accordance with this procedure.
- 4.2 The **Consultant Psychiatrist** is responsible for the medical management of patients in accordance with this procedure.
- 4.3 The **Clinical Nurse Manager** is responsible for the implementation of this procedure.
- 4.4 **All Staff** are required to work within this procedure to make sure that BMHU is a safe, equitable and positive to be.

5. Compliance

It is a requirement of the WA Health [Code of Conduct](#) that employees “comply with all applicable WA Health policy frameworks.”

A breach of the Code may result in Improvement Action or Disciplinary Action in accordance with the WA Health [Misconduct Policy](#) or Breach of Discipline under Part 5 of the *Public Sector Management Act*.

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

6. Evaluation

This procedure is to be reviewed every five years.

7. Standards

[National Safety and Quality Health Care Standards](#): 1.2.2; 1.3.1; 1.6.2; 1.17.2; 1.18.1
[EQulPNational Standards](#): 11.7.1; 12.3.1; 15.21.2
[National Standards for Mental Health Services](#): 1.4; 1.12; 2.1; 2.13; 7.2; 7.4; 8.7; 8.11; 10.5.5
[National Standards for Disability Services](#): 1.8; 3.2; 3.4

8. Legislation

[WA Mental Health Act 2014](#)

9. References

[BMHU Admission Information brochure](#)
[BMHU Aboriginal and Torres Strait Islander Admission Information brochure](#)
[KMHDS Consumer Rights and Responsibilities brochure](#)
[Kimberley Interpreting Service - Indigenous language interpreting service](#)

10. Related Forms

[MRK7110 BMHU Boarders Information and Agreement Form](#)

11. Related Policy Documents

[WACHS Patient Assisted Travel Policy](#)

[Use of Alcohol and Illicit Substances Procedure - Broome Mental Health Unit](#)

12. WA Health Policy Framework

[Clinical Governance, Safety and Quality 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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