



Community Mental Health Service Documentation Standards for Referrals Procedure

Effective: 18 April 2017

1. Guiding Principles

- 1.1 Kimberley Mental Health and Drug Service (KMHDS) is a specialised service that provides community and inpatient care to people with mental health conditions and alcohol and or drug problems in the Kimberley region.
- 1.2 KMHDS Community Mental Health and Alcohol and Drug Service clinics are located in Broome, Derby, Fitzroy Crossing, Halls Creek and Kununurra.
- 1.3 Triage services are based at all sites.
- 1.4 Triage services require a standard for referral to Community Mental Health and Alcohol and Drug Service for community care within the Kimberley.
- 1.5 Referral documentation is consistent across all sites.

2. Procedure

- 2.1 Referral Standards
 - 2.1.1 Individuals, family and or carers may present directly (self referrer). Referrals are accepted from health professionals and other relevant agencies.
 - 2.1.2 The KMHDS [Referral and Resource Pack](#) includes referral information for referrers and is distributed to external services and agencies. The pack is updated as required by KMHDS.
 - 2.1.3 Where other services or agencies refer a person to KMHDS Triage Service the necessary documentation is to accompany the referral. Referral documentation includes:
 - Completed [KMHDS referral form MR52A](#)
 - Completed [Brief Risk Assessment MRK 119](#)Other documentation may include:
 - Current management plan
 - Metabolic screening
 - Psychiatric assessment
 - Recent blood results
 - Recovery Management Plan
 - Paediatrician review report (Child and Adolescent Mental Health Service (CAMHS))
 - 2.1.4 Where urgent assistance is needed, telephone referrals are encouraged. Where this occurs, referral documentation is still required as per 2.1.
 - 2.1.5 Referrals can be hand delivered to KMHDS or sent via fax.

2.2 Referral Process

- 2.2.1 All referrals are processed by Derby, Fitzroy Crossing, Halls Creek and Kununurra Triage team and are prioritised based on clinical need/risk. In Broome this is done by the Triage team and or the Mental Health Liaison Nurse.
- 2.2.2 All new referrals are reviewed for suitability and eligibility at the Triage Multidisciplinary Team meeting.

3. Definitions

Mental Health Triage	A clinical function conducted at point of entry to health services which aims to assess and categorise the urgency and acuity of mental health problems.
Multidisciplinary Team Meeting	Clinical review for all registered clients including new referrals to determine suitability and eligibility for further assessment and treatment.

4. Roles and Responsibilities

- 4.1 The **Clinical Director** is to coordinate education and information to GP's and other stakeholders regarding client referral requirements to KMHDS
- 4.2 **Consultant Psychiatrist** are to provide orientation to KMHDS staff to ensure understanding of referral process
- 4.3 **All Staff** are required to work within this procedure to make sure Broome Mental Health Unit is a safe, equitable and positive place to be.

5. Compliance

It is a requirement of the WA Health Code of Conduct that employees “comply with all state government policies, standards and Australian laws and understand and comply with all WA Health business, administration and operational directives and policies”. Failure to comply may constitute suspected misconduct under the [WA Health Misconduct and Discipline Policy](#).

6. Evaluation

- This procedure is to be reviewed every five years
- Clinical documentation is audited six monthly as part of the clinical documentation audit schedule.

7. Standards

- [National Safety and Quality Health Care Standards: 1.7.1](#)
- [EQulPNational Standards: 11.2.2](#)
- [National Standards for Mental Health Services: 10.3.4](#)

8. Legislation

- [WA Mental Health Act 2014](#)

9. Related Forms

- [KMHDS referral form MR52A](#)
- [Brief Risk Assessment MRK 119](#)

10. Related Policy Documents

- [KMHDS Mental Health Triage Procedure](#)

11. WA Health Policy Framework

- [Clinical Governance, Safety and Quality Policy Framework.](#)
- [Mental Health Policy Framework.](#)

**This document can be made available in alternative formats
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