



## Mental Health Risk Assessment And Management Procedure

Procedure Number  
WCDHB-MHS-0005

Version Nos:  
7

### 1. Purpose

This Procedure outlines the West Coast District Health Board (WCDHB) Mental Health Service (MHS) Risk Assessment and Management process, which is designed to be used as a means of reducing the occurrence of risk events, which can adversely affect the health, and safety of clients, other persons and property.

### 2. Application

This Procedure is to be followed by all WCDHB MHS staff.

### 3. Definitions

For the purposes of this Procedure:

**Risk** is taken to mean the likelihood (probability) of an adverse event/outcome occurring.

**Risk Assessment** is taken to mean a formal clinical process to evaluate the likelihood of an adverse event/outcome occurring under particular circumstances within a specified period of time by:

- developing a detailed clinical picture of the client (past and present); and
- documenting the characteristics and course of the client's illness; and
- detailing circumstances and situations where particular behaviours or problems have occurred; and
- identifying possible consequences of risk behaviour; and
- noting previous effective, and ineffective, interventions and outcomes.

**Risk Management** is taken to mean the clinical procedures, which aim to minimise the risk to the client, family/whanau, others and property achieving the best possible outcomes, and to deliver safe, appropriate and effective care.

**Risk Management Register (RMR)** is taken to mean a formal process of registering, monitoring and supporting clinical risk management strategies, assessments and evaluations. The RMR applies to the special/forensic patient group. (See P&P relating to RMR)

### 4. Responsibilities

For the purposes of this Procedure:

the **Client's Case Manager** will develop the Risk Management Plan, ensuring that it is included in the client's treatment and recovery plan for managing the client's risk behaviour..

**Each Case Manager**

- completes a formal risk assessment on every new client, as part of the comprehensive assessment process. This assessment is completed collaboratively with the client (where possible)
- the risk assessment and risk management plan (RMP) are presented to the relevant MDT, ensuring the risk management strategies are included in the client's treatment and recovery plan.
- any concerns expressed by family, and others, are clearly documented in the clinical notes, and on the Record of Family Concerns About Risk Form, and are discussed with the allocated psychiatrist.
- the risk assessment and risk management plan will be updated in response to additional information received from family and others.



## 5. Resources Required

This Procedure requires:

- i) WCDHB MHS Risk Assessment and Risk Management Forms
- ii) WCDHB MHS Treatment and Recovery Plan
- iii) WCDHB Record of Family Concerns About Risk From
- iii) Client Clinical Record

## 6. Process

- 1.00 A risk assessment is to be undertaken for every new client as part of the comprehensive assessment process
- 1.01 The completed risk assessment and management plan are presented to the relevant MDT. The client's Case Manager and Responsible Clinician will ensure the risk management strategies are included in the client's treatment and recovery plan.
- 1.02 A review of the client's risk management plan is to be undertaken:
  - i) prior to a routine three monthly (3/12) clinical review by the MDT;
  - ii) if there is a change in legal status;
  - iii) at a change or transfer of care;
  - iv) when any significant change in the client's life occurs; and
  - v) when a significant change in the client's mental state occurs; and
  - vi) at discharge or transfer of the client.
  - vii) if families report additional concerns
- 1.03 Where there are significant concerns the RMP is to be clinically reviewed on a regular basis, with this frequency determined by the relevant MDT and documented (with justification) in the client's clinical record.
- 1.04 Where a client has consented, their family/whanau/caregiver are to be included in the risk assessment and management process.
- 1.05 All WCDHB MHS staff involved in the care of a client are required to record any significant concerns expressed by the client's family/whanau/caregiver, and to inform the clients Case Manager and Psychiatrist as soon as is reasonably practicable.
- 1.06 It is essential that information about a client's risk behaviour be communicated to the client's family/ whanau/caregiver and other health professionals involved with the care of the client where appropriate and required (see WCDHB *Disclosure of Health Information Procedures*). (see also *Victim of Offences Act and Mental Health (Compulsory Assessment and Treatment) Act and Amendments*.)



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### 7. Precautions And Considerations

- ➔ A risk assessment is to be undertaken on every client as part of the comprehensive assessment process
- ➔ A Risk Management Plan (RMP) is developed for all clients presenting with risk behaviour.
- ➔ In case of high risk behaviour staff must use the 'Duty to Inform' processes to minimise risk to the public.
- ➔ Risk management plans (RMP) need to be developed to meet of any legal requirements in place
  - a) trespass orders
  - b) victim notification;
  - c) protection and custody orders

### 8. References

- Ministry of Health Guidelines For Clinical Risk Assessment and Management in Mental Health Service
- Victims Rights Act (2002)
- Mental Health (Compulsory Assessment and Treatment) Act (1992)

### 9. Related Documents

WCDHB MHS Policies and Procedures

<b>Revision History</b>	<b>Version:</b>	7
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