



Out of Hours / TACT Admission to IPU

Process	Standard Tasks	Who
Community Pre-admission	<p>Discuss assessed need for admission with the RC or on call psychiatrist Contact IPU re pending admission, alert to estimated time of arrival and/or significant care needs (<i>CAMHS clients, medical needs, ICU etc</i>) MHA papers completed (Sec 11) prior to admission (if required) Commence comprehensive assessment (<i>or update</i>) Complete risk assessment (<i>or update</i>) Liaise with family re admission Assess need for A&E treatment prior to admission to IPU Complete HoNOS / outcome measures Transfer Summary (<i>if CMH client</i>)</p>	TACT staff
IPU Pending admission	<p>Allocate nurse to undertake admission Allocate room / bed Collate admission paperwork</p>	Shift coordinator Admitting Nurse
Admission	<p>Undertake joint assessment and complete</p> <ul style="list-style-type: none"> ○ Clinical notes ○ Comprehensive assessment (<i>within 48 hours of admission</i>) ○ Treatment plan (<i>includes risk management</i>) ○ Consent to treatment (<i>if not completed</i>) ○ Prescription sheet ○ HoNOS (<i>change of setting – 72hrs</i>) ○ Process MHA papers ○ Registration form ○ Fire board / bed board ○ Daily report ○ IPU admission paperwork <p>Orientate client to ward environment Notify House Surgeon and arrange time for medical examination Organise required special diets</p>	Psychiatrist Admitting nurse Admitting nurse