Routine Transfer / Admission (CMH – IPU)

Process	Standard Tasks	Who
Community Pre-admission	Discuss assessed need for admission with the allocated psychiatrist Consider alternatives *(respite / increased CMH contact)* Psychiatrist accepts for admission Contact IPU re pending admission, alert to estimated time of arrival and/or significant care needs Update comprehensive assessment Update risk assessment Complete discharge/transfer summary Liaise with family re admission Complete HoNOS/outcome measures Collate file for delivery to IPU	Case Manager Psychiatrist
Facilitate transport to IPU	Accompany client to IPU *(where possible)* Arrange transport *(CMH, Family, support etc)* Handover to the admission nurse *(per phone if necessary)* - updated plans and current concerns - current file - personal medication - personal property, keys etc	Case Manager
Admission	Assessment with admitting psychiatrist / IPU nurse and complete o Clinical notes o Baseline nursing observations o Comprehensive assessment *(update as required)* o Treatment plan *(includes risk management* o Consent to treatment *(if not completed)* o Prescription sheet o HoNOS *(change of setting)(72 hrs)* o Process MHA papers o Registration form o Fire board / bed board o Daily report o Special needs – diet etc Orientate client to ward environment Notify House Surgeon and arrange time for medical examination	Psychiatrist Admitting nurse Admitting nurse