



MHS Discharge/Transfer Process (IPU-CMH)

Process	Standard Tasks	Who
Discharge Readiness Agreed	<p>Discuss pending discharge with client</p> <p>Organise DPM and identify who the client would like to attend</p> <p>Identify significant issues client would like address</p> <p>Identify issues identified by the team</p>	<p>Primary Nurse</p> <p>Case Manager</p>
Coordinate DPM	<p>Set date / time / room dependent upon</p> <ul style="list-style-type: none"> ○ Psychiatrist availability ○ Family/caregiver availability ○ Case Manager availability <p>Invite attendees</p> <p>Consider use of video conferencing to aid process <i>(If new client CM needs to meet prior to discharge from ward)</i></p>	<p>Primary Nurse</p>
Discharge planning meeting	<p>Clearly articulate progress in treatment</p> <p>Update diagnosis</p> <p>Ongoing treatment needs (mental/physical)</p> <p>Discharge Prescription</p> <p>Relapse prevention strategies</p> <p>Confirm discharge date, address, transport arrangements</p> <p>Discuss community resources available</p> <p>First appointment with Case Manager in community <i>(within 48-72 hours of discharge)</i></p> <p>Needed community referrals <i>(if still outstanding)</i></p> <p>Identify GP</p>	<p>All involved in DPM includes</p> <p>Case Manager</p> <p>Psychiatrist</p>
Formal discharge from IPU	<p>Advise GP of change to treatment setting</p> <p>Transfer care back to Case Manager with updated</p> <ul style="list-style-type: none"> - risk assessment - treatment plan - current medication - Complete required outcome measures <p>Provide Family with contact details for case manager / out of hours services</p>	<p>Psychiatrist</p> <p>Case Manager</p> <p>Primary nurse</p>