

## POL059 PATIENT LEAVE POLICY

### **EXPECTED OUTCOME**

**THE APPROPRIATE USE OF PERIODS OF LEAVE FOR PATIENTS WILL CONTRIBUTE TO AND ASSIST IN THE DISCHARGE PLANNING PROCESS.**

### **DEFINITION:**

Three (3) levels of patient leave exist, as follows:

- Escorted - Patient can go on leave under the supervision of a health service employee (i.e. clinical staff)
- Supervised – Patient can go on leave accompanied / supervised by a responsible adult (other than a health service employee)
- Unescorted and unsupervised – Patient can go on leave alone

An involuntary patient is a patient who has been detained in an Authorised Mental Health Service (AMHS) for the purpose of assessment or treatment under the MHA2016.

A detainee is a person held in detention under the Migration Act 1958 (Cth). At Toowong Private Hospital, detainees are overseen by the Department of Immigration and Border Protection's (DIBP) contracted medical service, Internal Health and Medical Services (IHMS) and are referred to as IHMS patients.

A Directed Person is a person authorised by the Department of Immigration and Border Protection to accompany a detainee when they are not in a place of detention (e.g. attending a radiology appointment) in accordance with the Migration Act 1958 (Cth).

### **POLICY**

Patient day leave must be granted by the treating psychiatrist or delegate, and documented in the patient's medical record.

Involuntary patients are only to be granted leave pursuant to the provisions of the Mental Health Act 2016 (Limited Community Treatment). The Authorised Doctor (as defined in the *Mental Health Act 2016*) will be responsible for completing the appropriate MHA2016 forms prior to an involuntary patient commencing leave.

The following criteria are to be included in determining suitability for leave and commented on in the patient's medical record as necessary:

- suicidality
- risk of self-harm
- risk of violence
- need for escort/supervision when on leave
- allowed or not allowed to drive a vehicle
- leave discussed and agreed to by family/carer, where appropriate

- duration of leave.

It is recommended that inpatients are not granted leave:

- to attend work unless there are exceptional circumstances and this is fully documented in the patient's medical record by the treating psychiatrist.
- during the hours of 9am to 2pm on week days. This is in line with group program schedules and visiting hours.
- to enable a patient to smoke outside the hospital's smoke free zone. Alternatively, patients should be informed of the options available whilst in hospital to support them to adjust to the hospital's smoke free environment (Please refer to PRO372 Smoke Free Environment Procedure).

Overnight leave will only be granted when an inpatient requires hospitalization and/or treatment at another facility and they are required to stay overnight at that facility.

Where a treating psychiatrist believes there are exceptional circumstances requiring leave that varies from this Policy, this must be approved in advance by the Director of Clinical Services or other member of the Hospital Management Committee.

IHMS patients may only be granted day leave from the hospital by the treating psychiatrist, and whilst on leave, must be accompanied by one of the hospital's Directed Persons or an external person or agency authorized by the Department of Immigration and Border Protection (DIBP) in accordance with the Migration Act 1958 (Cth).

## REFERENCES/LINKS

Toowong Private Hospital will function in accordance with all relevant Legislation, Regulations, Industry Standards and Codes of Practice. TPH utilise the external Private Hospitals Association of Queensland (PHAQ) Matrix.

Access to related policies, forms, or other documents may be found by undergoing a Radix DM search by ID, Title, Library Group, document content or saving criteria.