



**QUINTE HEALTHCARE CORPORATION**

Disclaimer: the information contained in this document is for educational purposes only. Any PRINTED version of this document is only accurate up to the date of printing. Always refer to the Policy and Procedure Manual on the Intranet for the most current versions of the documents in effect.

**Mental Health – Admission Form 1 Patient**

|   |   |                             |                |
|---|---|-----------------------------|----------------|
| <b>Title: Mental Health – Admission Form1 Patient [Amalgamated with 3.13.4 MH – Form 1 Patient Transfer Out of Intensive Treatment Area(ITA)]</b> |   | <b>Policy No:</b>           | <b>3.13.1</b>  |
|   |   | <b>Original Issue Date:</b> | September 2008 |
| <b>Manual</b>   | <b>Clinical</b>   | <b>Last Revision Date:</b>  | March 2014     |
| <b>Department:</b>  | <b>Mental Health</b>  | <b>Policy Lead:</b>         |                |
| <b>Approved By:</b>   | <b>Medical Advisory Committee<br/>Mental Health Program Advisory Committee<br/>Nursing Practice Committee</b> |                             |                |

**1. POLICY**

Patients will be admitted to the most appropriate bed with consideration given both to the patient's clinical presentation and the circumstances of the ward. Although a patient on a Form 1 is typically admitted to the Intensive Treatment Area (ITA), there are circumstances wherein it is appropriate to admit such patients to the general ward. When it is decided that a patient on a Form 1 is admitted to the general ward the rationale for this decision and for the requested level of observation should be documented in the patient's chart by the admitting physician.

**2. PROCEDURE**

1. Patients are admitted to the most appropriate available bed.
2. If a patient requires an ITA bed and none is available the ITA patients will be reviewed by the nursing staff in collaboration with the Most Responsible Physician (MRP) to determine if a patient from ITA may be transferred to the general ward.  
Decisions to transfer a patient from ITA to the unit for reasons besides bed allocation will follow the same process.
3. Patients on a Form 1 admitted to ITA or the inpatient ward may require an enhanced level of observation due to clinical presentation or use of restraints. Please refer to policies Patient- Enhanced Observation and Use of Sitters & Nursing- Restraint Minimization.

4. Patients on a Form 1 transferred from ITA to the general unit will be assigned an observation level based on their clinical presentation and be in accordance with the Patient-Enhanced Observation and Use of a Sitter policy.
5. Patients admitted to the ITA will wear night attire for the first 24 hours of their admission. After the 24 hours the Most Responsible Physician (MRP) in collaboration with the care team will assess if there is on-going need for night attire. If clothing items are provided to the patient while in ITA the clothing items will be chosen to minimize risk to the patient and co-patients e.g. no draw strings.
6. Patients admitted to ITA who refuse to change into night attire may be left in their own clothing if the care team assesses this to be the more appropriate and safe care decision. Should the patient not be required to change into night attire the clinical assessment and rationale for the decision will be documented in the health record.
7. The in-charge will be notified if a newly admitted Form 1 patient remains in street attire to enable alerting of the care team.
8. Patients admitted to inpatient psychiatry must be medically stable.

### **3. PURPOSE**

Patients admitted to inpatient psychiatry will be provided quality, recovery based care in a safe environment.