

## Medical and Nursing Certificates (Adults)

**Policy Number** 1.262

**Policy Function** Continuum of Care

**Issue Date** 28 September 2018

**Summary** Justice Health and Forensic Mental Health Network uses the Medical and Nursing Certificate to advise Corrective Services NSW that a patient has a temporary medical condition, which requires special consideration, equipment and/or affects their ability to attend to their work duties.

**Responsible Officer** ED Clinical Operations

**Applicable Sites**

- Administration Centres
- Community Sites (e.g. Court Liaison Service, Community Integration Team, etc.)
- Health Centres (Adult Correctional Centres or Police Cells)
- Health Centres (Juvenile Justice Centres)
- Long Bay Hospital
- Forensic Hospital

**Previous Issue(s)** Policy 1.262 (Jul 2015; May 2012)

**Change Summary**

- Reconfiguration to align with the current policy template
- Updates to title names and positions
- Updates to links and references

**TRIM Reference** POLJH/1262

**Authorised by** Chief Executive, Justice Health & Forensic Mental Health Network

# 1. Preface

Justice Health and Forensic Mental Health Network (The Network) uses the *Medical and Nursing Certificate* form (JUS200.025) to advise Corrective Services NSW (CSNSW) that a patient has a temporary medical condition, which requires special consideration, equipment and/or affects their ability to attend to their work duties. For permanent or long term clinical problems, the Network *Health Problem Notification Form (Adults)* (HPNF) (JUS005.001) should be used and recorded in the Patient Administration System (PAS) (refer to JH&FMHN policy [1.231](#) Health Problem Notification Form - Adults).

The Medical Officer / Nurse Practitioner may complete a Medical Certificate with recommendations regarding the patient made to CSNSW, being based on a recognised clinical condition or diagnosis. Only Medical Officers / Nurse Practitioners are authorised to make recommendations as to a patients/inmate's fitness or otherwise for work.

Nursing staff may complete a Nursing Certificate advising CSNSW of the patient's symptoms and including a recommendation based on their clinical observations.

This policy incorporates the previously existing 'sick in cell' certificate and ensures adequate documentation is maintained for patients with a medical condition that requires special consideration, health related equipment, or their ability to attend to their work duties.

# 2. Policy Content

The Network staff must exercise clinical judgement to appropriately identify patients that require a recommendation to CSNSW via a Medical and Nursing Certificate.

## 2.1 Mandatory Requirements

- The patient must have a genuine, clinically indicated need for a medical or nursing certificate.
- A Medical and Nursing Certificate form (JUS200.025) must be completed by the appropriate Medical Officer, Nurse Practitioner or Nursing staff.
- Staff must follow section 3 of this policy when issuing medical or nursing certificate.

## 2.2 Implementation - Roles & Responsibilities

### All Staff

In addition to mandatory requirements listed in section 2.1 of this policy, staff must also:

- Routinely maintain documentation in the patient's health record of activities and decisions made in regards to the recommendations on the Medical or Nursing Certificate; and
- Ensure the recommendations on the Medical or Nursing Certificate are appropriate and based on the patient's clinical needs.

### 3. Procedure Content

The following information outlines specific uses for Certificates and the corresponding medical or nursing authority.

#### Medical Certificate

The Medical Certificate may result in a recommendation to CSNSW that the patient be considered:

- For placement on light duties (re-assessed at regular intervals);
- Unfit for work;
- Fit for work; or
- For the removal of handcuffs during transport or a medical procedure where medically indicated (in consultation with the Manager of Security or Functional Manager to ensure risks are managed appropriately).

Where a Medical Certificate is recommended by a Medical Officer / Nurse Practitioner after phone consultation, it is required that the Medical Officer / Nurse Practitioner's name, confirmation date and time will be written before the nurse's signature and printed name.

A copy of the Medical Certificate must be provided to the Accommodation Officer or Senior Custodial Officer and a photocopy must be placed in the patient's Health Record within the clinical correspondence section. A corresponding entry that the patient has been given a Medical Certificate must be made in the Health Record. The entry must include the clinical reason for the Medical or Nursing Certificate and the recommendation.

Any alerts must be added onto the Patient Administration system (PAS) and any health conditions, allergies or adverse drug reactions must be added onto the Justice Health electronic Health System (JHeHS) (refer to [Alert Definition Document](#)).

The Medical Certificate must not be used for any of the following, as special forms exist for each:

- *Medical Holds* - used to hold a patient, at a Correctional Centre for clinical reasons (refer to JH&FMHN policy [1.263 Medical Holds](#)).
- *Car/bus Transport* - used for special transport needs (refer to JH&FMHN policy [1.395 Transfer and Transport of Patients](#)).
- *Health Problem Notification form (Adults)* (HPNF) (JUS005.001) - used to advise custodial staff of transient or ongoing special needs or observations ascertained at reception or any time during incarceration. This form is completed in PAS with copies provided to CSNSW (refer to JH&FMHN policy [1.231 Health Problem Notification Form - Adults](#)).
- *Unfit for Court* - used to advise Governor and Courts of a patient's non-attendance at Court on clinical grounds. Staff should refer to JH&FMHN policy [1.423 Unfit to Attend Court – Health Related Reasons](#) and contact the Governor or Officer in Charge immediately to advise him/her of the patient's non-attendance.

If a certificate signed by a Medical Officer / Nurse Practitioner is for more than a week, the primary care nurse is required to do a thorough assessment of the patient when the certificate is due to expire and to consider whether further medical assessment is necessary.

### Nursing Certificate

Patients are to have a full history taken and relevant examination carried out. Any findings, symptoms and reasons for the Nursing Certificate are to be ascertained and recorded in the Health Record. Any alerts must be added onto PAS and any health conditions, allergies or adverse drug reactions must be added onto JHeHS (refer to [Alert Definition Document](#)).

A copy of the Nursing Certificate must be provided to the Accommodation Officer or Senior Custodial Officer and a photocopy must be placed in the patient's Health Record within the clinical correspondence section. A corresponding entry that the patient has been given a Nursing Certificate must be made in the Health Record. The entry must include the clinical reason for the Nursing Certificate and the recommendation.

Patients that are 'two-out' or 'at-risk' may be impacted by 'sick in cell' recommendations which must be considered during the assessment process.

A Nursing Certificate is not to be issued by nursing staff for periods of longer than 24 hours for sick in cell, without consultation with a Medical Officer / Nurse Practitioner for an opinion and authorisation. If a local Medical Officer / Nurse Practitioner is not available, contact should be made with the *Remote On-call Afterhours Medical Service* (ROAMS).

Patients must be advised of action to take if symptoms persist or increase and/or if new symptoms develop. Patients should also be advised that nursing certificates are recommendations to CSNSW and that CSNSW may choose not to follow the recommendation. If this occurs, then the appropriate Network manager is to be notified to review any possible impacts of this decision.

## 4. Definitions

### Must

Indicates a mandatory action to be complied with.

### Should

Indicates a recommended action to be complied with unless there are sound reasons for taking a different course of action.

## 5. Legislation and Related Documents

JH&FMHN Policies	<a href="#">1.231</a> <i>Health Problem Notification Form (Adults)</i>
	<a href="#">1.263</a> <i>Medical Holds</i>
	<a href="#">1.395</a> <i>Transfer and Transport of Patients</i>
	<a href="#">1.423</a> <i>Unfit to Attend Court – Health Related Reasons</i>
	<a href="#">4.014</a> <i>Clinical Application Systems – Alerts, Health Conditions, Allergies or Adverse</i>

*Drug Reactions*

[4.020](#) *Health Records: Implementation Guide to NSW Ministry of Health Policy Directive PD2012\_069 Health Care Records – Documentation and Management*

JH&FMHN Forms      JUS005.001 *Health Problem Notification form (Adults)*  
                                 JUS200.025 *Medical and Nursing Certificate form*

JH&FMHN Procedures      [Alert Definition Document](#)  
                                 [Remote/Offsite/Afterhours Medical Service \(ROAMS\) Protocol](#)