

## Medical Holds

**Policy Number** 1.263

**Policy Function** Continuum of Care

**Issue Date** 28 September 2018

**Summary** A medical hold is a recommendation to Corrective Services NSW or Juvenile Justice NSW that a patient remain in a particular centre or region for a period of time for clinical reasons. The common reasons for holding patients are to allow easier access to particular specialist services, monitoring of patients who are new to particular treatments or patients who require access to 24 hour nursing staff coverage. This policy provides guidelines for the initiation, review and cancellation of medical holds.

**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 1.263 (Sep 2015; May 2012)

**Change Summary**

- Grammatical Changes,
- Inclusion of permanent medical hold.

**TRIM Reference** POLJH/1263

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

## 1. Preface

A medical hold is a recommendation to Corrective Services New South Wales (CSNSW) or Juvenile Justice NSW (JJNSW) that a patient should remain in a particular centre or region for a period of time for clinical reasons. The common reasons for holding patients are to allow easier access to particular specialist services, monitoring of patients who are new to particular treatments, or patients who require access to 24 hour onsite nursing staff coverage. This policy provides guidelines for the initiation, review and cancellation of medical holds.

## 2. Policy Content

Justice Health & Forensic Mental Health Network (JH&FMHN) staff will exercise clinical judgement to appropriately identify patients that require a request to CSNSW / JJNSW that recommends a medical hold.

### 2.1. Mandatory Requirements

- The patient must have a genuine, clinically indicated need to remain at a centre or region.
- If a request for a medical hold is to be made in order for a patient to stay in an area close to where a service is to be provided (i.e. at another JH&FMHN facility, LHD or private health provider), the appointment 'should' be within two weeks of the request for medical hold.
- A medical hold form (JUS200.020) must be completed by the appropriate clinician and/or, in their absence, by the Nursing Unit Manager (NUM) or delegate following discussion with the relevant Medical Officer (MO) or Nurse Practitioner (NP).
- A copy of the medical hold must be faxed for approval to the Network Director of Nursing & Midwifery Services (NDONM) or Deputy Director of Nursing & Midwifery Services (DDONM) for all patients. A copy of the requested medical hold must be provided by the Health Centre/Inpatient Facility to the CSNSW Manager of Security (MoS) or Officer in Charge (OIC) of the centre, or JJNSW Duty Manager and the Classification Coordinator, to ensure an interim medical hold is in place until confirmation of approval of the medical hold is received.
- A copy of the requested medical hold must be filed in the patient's Health Record within the clinical correspondence section. A corresponding entry that the patient has been placed on a medical hold must be made in the Health Record. The entry must include the clinical reason for the medical hold, the expected duration of the hold and any foreseeable circumstances which may lead to a hold being cancelled.
- For adult patients, the approved medical hold form is scanned and sent by the NDONM or DDONM delegate to [MAU@justicehealth.nsw.gov.au](mailto:MAU@justicehealth.nsw.gov.au) (Medical Appointments Unit). The MAU will enter details of all approved medical holds on the [Justice Health iPM database](#) also referred to as the Patient Administration System (PAS) and into the alerts field in the CSNSW Offender Integrated Management System (OIMS). For adolescent patients, the Clinical Director Adolescent Health (CDAH) will then apply the PAS alert.

- Medical holds (both adult and adolescent) must be reviewed by a Medical Officer, Nurse Practitioner or the nurse coordinating a specialist clinic, at four weekly intervals at the treating Health Centre/Inpatient Facility, or sooner should the treatment be nearing completion.
- The duration of most medical holds is only to be for a maximum of three months, after which the patient must be reviewed by a NUM, MO or NP and if required, a new medical hold form is to be completed.
- A permanent hold or hold duration for greater than three months may be requested for patients who have a health condition that requires care provision in a specific location, in order to facilitate continuity of health care. A permanent hold, i.e. no end date for the hold duration, may be requested for patients on dialysis or patients whose health care is palliative. A request for a permanent hold must clearly indicate the reason: dialysis or palliative care and must be recommended by a NUM, MO or NP. In certain cases for pregnant patients, whose pregnancy care requires coordinated specialised care in a health centre with on-site midwives and 24 hour nursing care, a hold duration may be requested beyond three months if the expected date of delivery is beyond a three month period. A pregnancy related extended duration hold must clearly indicate that it is for specialised management of pregnancy related health care needs and must be recommended by a NUM, MO, NP or Midwife. For the Management of Patients on Clozapine, a medical hold can be for 18 weeks. This request for a hold must clearly indicate the reason: patient commencing Clozapine treatment and must be recommended by a NUM, MO or NP.
- Medical holds are cancelled based on clinical evaluation of the patient. For adult patients, the cancellation information will be generated by an appropriate clinician and must be scanned and sent to the CNS fax as detailed on the Medical Hold form JUS200.020. The cancellation must be on the copy of the Medical Hold form JUS200.020 which has the NDNM or DDNM signature of approval. The NDNM's/ DDNM's delegate will then send the request for medical hold cancellation to the MAU. The MAU will remove the medical hold alert from OIMS and cancel PAS medical hold data. For adolescent patients, the cancellation information is forwarded to the CDAH. A copy of the cancelled medical hold form must also be filed in the patient's Health Record otherwise the medical hold will expire at the designated date. Cancellations must be in writing and made on the copy of the form which has the approval section completed. Verbal cancellations of medical holds are not acceptable.

## 2.2. Implementation - Roles & Responsibilities

### **Network Director of Nursing & Midwifery Services (NDNM) or Deputy Director of Nursing & Midwifery Services (DDNM)**

The NDNM or DDNM is responsible for reviewing, approving or declining medical hold requests for all patients. It is the responsibility of the NDNM's/ DDNM's delegate to ensure that a copy of the approved medical hold, is sent by email to the relevant Health Centre/Inpatient Facility and faxed to the MAU.

### **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 a medical hold; and
- Ensure that requests for medical holds are appropriate and based on a patient's clinical needs.

### Medical Appointments Unit (adult patients)

MAU staff will be responsible for maintaining accurate digital records in PAS/OIMS by initiating and ending PAS/OIMS medical hold data as required.

MAU's role within the Long Bay Complex will be responsible for providing a daily list of all patients on medical holds at the Long Bay Complex to the CSNSW Classifications Section, Inmate Transfer Section, the relevant MoS or OIC, and the Classification Co-ordinator.

### Nursing Unit Manager (NUM), Nurses Co-ordinating Specialist Clinics

All medical holds should be reviewed regularly as part of normal business practice.

For adult patients:

- It is the responsibility of the NUM or delegate to advise CSNSW of the patients on medical holds and the timeframe of the medical hold for each patient in their centre.
- This information of the medical hold will appear as an alert field on OIMS flagging that the patient is not to be transferred from the Health Centre until the specified end date. This ensures the patient remains on medical hold until the hold has expired or has been cancelled.

For adolescent patients;

- The NUM or delegate must notify JJNSW Centre Manager of a medical hold and submit a Health Problem Notification & Escort Form (Adolescents).

### After Hours Nurse Manager interim hold approval

If a patient needs to be placed on a medical hold after hours, the NUM or delegate will contact the After Hours Nurse Manager (AHNM) and seek interim approval (verbal). The Health Centre/Inpatient Facility staff will record that verbal AHNM approval has been granted on the medical hold form.

The medical hold form with the recorded AHNM interim approval is then to be sent to the NDONM or DDONM for ratification and then sent by the NDONM/ DDONM delegate to [MAU@justicehealth.nsw.gov.au](mailto:MAU@justicehealth.nsw.gov.au) (Medical Appointments Unit) to action as detailed in point 10 of section [2.1](#).

## 3. Procedure Content

Medical holds are recommended for:

- Ongoing clinical assessment, treatment and observation at a level that would not be available if transferred to another facility;
- Ongoing specialist, medical, or psychiatric treatment not available in a particular centre and/or for which the number of appointments would make the return for appointments unreasonable;
- Specialist appointments within other Local Health Districts (LHD) for which transfer for appointment would be unreasonable;
- Medical/psychiatric reports requiring direct assessment of the patient;
- Patients who present, on the day/evening before or day of escort, with an acute illness or acute exacerbation of a chronic illness that requires urgent review or ongoing medical intervention by a Medical Officer or Nurse Practitioner prior to transfer to another facility;

- When the level and timing of a health service intervention would prohibit transport of any distance in an escort vehicle;
- When a patient has a health condition requiring a particular type of accommodation that is not available in their correctional/adolescent centre of classification; and
- Patients commencing specialist treatment that require enhanced specialised monitoring at the facility where the treatment was commenced.

## 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 and Procedures

[1.235](#) *Health Problem Notification and Escort Form (Adolescents)*

JH&FMHN Forms

JUS200.020 *Medical Holds*