

Referrals between CSNSW & JH&FMHN

Policy Number 1.331

Policy Function Continuum of Care

Issue Date 22 August 2017

Summary This policy defines the cross referral system between the Justice Health & Forensic Mental Health Network and Corrective Services NSW staff for appropriate and timely referrals to other services for adult patients.

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 1.331 (Sept 2012; May 2009)

Change Summary

- Grammatical changes

TRIM Reference POLJH/1331

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

1. Preface

Justice Health & Forensic Mental Health Network (JH&FMHN) is responsible for the provision of health care within the criminal justice system. Corrective Services NSW (CSNSW)/the private operators plays an important role in facilitating and providing access to other necessary services that are not provided by JH&FMHN. This care involves ensuring that appropriate professional referral and health information is transferred from one service to the other.

Adult patients frequently require a referral from health staff to other services provided by JH&FMHN such as the Risk Intervention Team (RIT), Risk Assessment Intervention Team (RAIT), Public Health Unit, Psychiatrist, Medical Officer, Connections or Integrated Care Service (ICS). Health staff may also refer a patient to CSNSW Psychologist, and Services and Program Officers (SAPOs). Custodial staff may need to generate referrals to health staff.

2. Policy Content

2.1 Mandatory Requirements

Form [JUS210.005 Referral Between CSNSW and Justice Health](#) must be used by both services for all patients requiring referral in accordance with Section [3](#).

2.2 Implementation - Roles & Responsibilities

Managers are responsible for:

- Monitoring referrals to ensure that all staff are compliant with the process.

Clinicians are responsible for:

- Managing referrals relating to their patients;
- Assessing the impact of any referrals by taking the appropriate action to ensure risk reduction and management plans detailed within the patient's health record;
- Ensuring the referral has reached the appropriate professional; and
- Ensuring that the paper-based health record and clinical application systems accurately reflect that a referral had been made and a Health Problem Notification Form (HPNF) (JUS005.001) has been attached for custodial staff.

CSNSW are responsible for:

- Ensuring that the referral has been signed off by the receiver with any comments of action, this must be returned to the health centre.

3. Procedure Content

A Referral Form [JUS210.005 Referral Between CSNSW and Justice Health](#) is used by both services to ensure that the referral is documented and that the patient receives an appropriate referral. Custodial officers must

