

MENTAL HEALTH JMO QUICK STARTER GUIDE

Tips to make your Psychiatry experience easier

If you read nothing else, read this!!

THE GOLDEN RULE – if unsure, please ask

No-one should ever criticise you for not knowing something. Of course, there are other places you may be able to look to find out information, including MediLINK (location HNE Mental Health), or www.hnehealth.nsw.gov.au/hnet

Your Nurse Unit Manager (NUM) is your friend.

They can particularly help you with how best to contact the community team, booking ADOs, organising ward orientation (including duress training), Magistrate and Tribunal lists and supporting you to go to training.

Don't forget to go to training and attend reflective supervision group.

HNET Psychiatry JMO teaching is held weekly on Thursdays. Network mandatory teaching is provided online every Wednesday, with rooms booked at each site to access education from. These activities are protected time, your wards are aware of this and will support you to attend. Details on group supervision will be discussed on Orientation day. Let us know if you are having difficulties getting to any of the sessions.

Magistrate hearings & Tribunal Meetings

Magistrate hearings: Thursday mornings at the Mater Mental Health Centre and Friday at Maitland, Taree and Tamworth.

Tribunal meetings: are held regularly on Tuesdays at the Mater Mental Health Centre and varying times at other locations.

Make sure you keep an eye on your ward list and look to see when each of your patients' Mental Health Act order expiry date is. If you are unsure if you should be booking the Magistrate or Tribunal please check with your Consultant or NUM. Lists for the Magistrate and Tribunal are usually posted a couple of days prior, you should check that each patient who needs to attend is on the list and discuss with your Consultant what sort of order is required.

Make sure that the appropriate forms and reports have been completed. Other items may be necessary, such as CTO treatment plan or social worker report. Family should be notified and invited to the hearing (usually done by social worker, nursing staff or admin officer).

CTO Plans

These are developed by the case manager from the community and require them to have met the patient and discussed the plan. Therefore, it is important to let them know as soon as possible if a CTO is being planned

Clopine /Clozapine

This should not be prescribed without speaking with the Clopine Coordinator, reading the Clopine prescribing guide and registering as a Clopine Prescriber. When planning to discharge a patient on Clopine you should notify the Clopine Coordinator (so that arrangements can be made for the Clopine to continue in the community).

Drug Levels (eg Lithium and Valproate)

These should be checked regularly, ideally on admission if not recently completed by the GP/Community Team, and at intervals to be decided by your team. This is done by completing a pathology form/pathology order and marking on the medication chart to withhold morning dose until after the bloods have been taken. On MedChart this is recorded by withholding the desired morning's dose and charting a replacement stat dose for after the bloods have been taken.

Depot Medications

Depending on the specific medication these are given every 2-4 weeks. On MedChart these are charted by selecting regularly in the 'schedule' box and selecting the appropriate time frame in the 'every' section. You should always include the depot in the regular medication section so that it is clear what psychotropics your patients are on.

Be organised for your Consultant

Your Registrar and NUM can help you with this but some of the important issues to prioritise with the Consultant when they attend are:

- reviewing new patients and completing forms for involuntary patients
- diagnosis and estimated discharge date
- availability for family meetings
- checking Magistrate and Tribunal orders and Tribunal letters
- requests or plans for overnight leave
- completing a criteria led discharge form where appropriate

Observation, Medical Exams and Leave status

This will normally be discussed at the morning meetings and ward rounds. There are 4 levels of observation: level 1 - nursing special, level 2 - staff interaction every 15 minutes, level 3 - staff interaction every 30 minutes, level 4 - staff interaction every hour (also referred to as routine observations). Please note these are only appropriate for adult inpatient services.

There are four authorised types of leave: no leave; escorted leave; restricted leave; and unescorted leave. In each case it is important to document the duration appropriate for this leave, and if important with whom (i.e. one staff member, with family, with specific family member, with support workers). Longer periods of once-off leave for a specific purpose should also be documented.

Medical observations should be discussed with the nurse in charge of that patient and need to be recorded on the SAGO chart, indicating the frequency i.e. daily, twice daily and mentioning withdrawal scales/BSL charts if appropriate. Please ensure all new patients have had a physical completed: this is a mandatory requirement or otherwise complete this yourself on the appropriate form.

Medical Consultations – Calvary Mater

If a patient requires medical consultation for physical health concerns beyond what can be provided on the Mental Health Centre units, the Calvary Mater Newcastle physician on call is to be contacted directly. The on call physician can arrange for further specialty consults, eg cardiology as appropriate.

Discharge Summaries

These should be updated on a regular basis, not just at discharge. This will save time and also make it easier for a Registrar to discharge the patient on the weekend if required. Important areas of focus on the discharge summary, which may need checking with your team are:

Diagnosis (there is usually more than one and should normally be according to DSM-V). List all diagnoses for coding.

Mental state both on admission (it makes it easier to compare presentations) and discharge so the team following up the patient can compare on review to their mental state at discharge.

Follow up plans, i.e. GP or community service or both and any advice about possible early warning signs of relapse and action that could be taken (e.g. increasing medication, organising review with Psychiatrist)

Car Parking

This is available if you have payroll deductions for the HNE Health parking system operated by *Secure Parking*.

Email, Mobiles, Keys and Proximity Cards

We use your health email address to contact you about changes to education etc. Please check this regularly. It is permissible to bring your mobile to work and use this as a contact if you are off-ward, so long as staff members know the number. At the Mater Mental Health Centre you will also need a proximity (electronic) access card. A \$50.00 cash deposit is required and this is refunded when the security items are returned at the end of the term.

HNET CONTACTS

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