|  |  |  |
| --- | --- | --- |
| Facility/hospital name | | |
|  | | |
| Please attach all documents required. If an item is not attached, please detail reason (e.g. not applicable) | | |
|  | **Document name** | **Comment if not provided** |
|  | Emergency transfer policies for medical emergency transfer procedures |  |
|  | Emergency transfer policies for mental health higher level of care procedures |  |
|  | Patient admission criteria which reflects:   * the type of patients suitable for admission * the age range/s of patients accessing the service * patients excluded from admission. |  |
|  | Overview of individual programs to be provided (i.e., acute care, rehabilitation, including how the needs of those with comorbidities, diverse populations will be catered for etc.) |  |
|  | Admission assessment - physical examination, mental health and AOD assessment policy/procedure |  |
|  | Detoxification policy/procedure |  |
|  | Clinical risk assessment |  |
|  | Individual care and recovery planning policy/procedure |  |
|  | Recognising signs of physical and mental health deterioration in a patient policy/procedure |  |
|  | Visual observation policy/procedure |  |
|  | Incident management policy/procedure including management of aggressive/abusive/high risk behaviours |  |
|  | Involvement of patients and carers in the planning, operation, monitoring and evaluation of mental health services policy/procedure |  |
|  | Policy/procedure about sharing of information with family/carer |  |
|  | Discharge planning policy/procedure including discharge against medical advice |  |
|  | Missing patient policy/procedure |  |
|  | Patient leave overnight/day policy/procedure |  |
|  | Security for staff, visitors and patients’ policy/procedure, including searches and exclusion of visitors. |  |
|  | Sexual health and safety, including management of allegations of sexual assault |  |
|  | Environmental safety and ligature point assessments |  |