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| **Facility/hospital name** |
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| Please attach all documents required. If an item is not attached, please detail reason (e.g. document not applicable) |
|  | **Document name** | **Comment if not provided** |
| [ ]  | Patient admission criteria which reflects:* the type of patients suitable for admission (including MHA 2016 status)
* the age range/s of patients accessing the service
* patients excluded from admission.
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| [ ]  | Policy/procedures that demonstrate use of appropriate tools for assessment of mental and physical health  |  |
| [ ]  | Policy/procedures for assessment and management of self-harm, suicidal, and/or aggressive behaviour |  |
| [ ]  | 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.) |  |
| [ ]  | Individual care and recovery planning policy/procedure |  |
| [ ]  | Policy/procedures for recognising and monitoring signs of deterioration in mental and physical health in a patient  |  |
| [ ]  | Visual observations policy/procedure |  |
| [ ]  | Incident management policy/procedure including management of aggressive/abusive/high risk behaviours |  |
| [ ]  | Emergency transfer for medical emergency policy/ procedures |  |
| [ ]  | Emergency transfer to higher level of mental health care policy/ procedures |  |
| [ ]  | Policy/procedure about sharing of information with family/carer |  |
| [ ]  | Discharge planning policy/procedure including discharge against medical advice |  |
| [ ]  | Suicide or unexpected death of a patient policy/procedure including support available for staff |  |
| [ ]  | Missing patient policy/procedure |  |
| [ ]  | Individual and recovery planning policy/procedure |  |
| [ ]  | Recognising signs of physical and mental health deterioration in a patient policy/procedure |  |
| [ ]  | Patient leave policy/procedure  |  |
| [ ] **☐** | Consumer and carer participation and appointment policy / procedures |  |
| [ ]  | 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 |  |
| [ ]  | Patient rights and responsibilities document  |  |
| [ ]  | Patient consent and information privacy document  |  |
| [ ]  | Information sharing policy/procedure (including with emergency services) |  |
| [ ]  | Provision of care under an advance health directive (mental health) - ensure is added to any existing policy re. care under advance health directive/guardian consent etc. |  |
| [ ]  | Shared care policy/procedure (i.e. where care is shared between the private hospital and an external agency e.g. Primary Health Network). |  |