Alcohol and other drug health services application requirements

| * **Documentation required** | * **Documentation provided** |
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| 1. Details of Management team and staffing details:  * Chief executive officer/Manager of the facility – name and copy of current CV. * Nurse in Charge/Director of Nursing – name, copy of current CV and current Australian Health Practitioner Regulation Agency (AHPRA) certificate of registration (if available). * Staffing plan – list intended service providers names and (AHPRA) registration details where applicable. (medical/surgical/allied health/core services and support staff. |  |
| 1. Emergency transfer policy:  * medical emergency transfer procedures * high level of care procedures. |  |
| 1. Patient admission criteria which reflects  * the type of patients suitable for admission * the age range of patients accessing the service * patients excluded from admission. |  |
| 1. Overview of programs to be provided |  |
| 1. Admission assessment–physical examination policy/procedure |  |
| 1. Detoxification policy/procedure |  |
| 1. Clinical risk assessment |  |
| 1. Individual care and recovery planning policy/procedure |  |
| 1. Medication management policy/procedure |  |
| 1. Recognising signs of deterioration in a patient policy/procedure |  |
| 1. Incident management policy/procedure including management of aggressive/abusive/high risk behaviour |  |
| 1. Involvement of patients and carers in the planning, operation, monitoring and evaluation of mental health services policy/procedure |  |
| 1. Discharge planning policy/procedure including discharge against medical advice |  |
| 1. Security for staff, visitors and patients’ policy/procedure |  |
| 1. Complaints policy/procedure |  |
| 1. Credentialing and clinical privileges committee terms of reference or By-Laws and agenda |  |
| 1. Quality/risk management committee terms of reference and agenda which include infection control and workplace health and safety |  |
| 1. Water risk quality management plan |  |
| 1. Name of quality assurance entity, date of registration and proposed date of initial certification. |  |
| 1. Content of staff training including basic life support (BLS) and manual lifting |  |