

## **REFERRAL CRITERIA FOR TOWNHILL HOSPITAL.**

### **Services offered at Town Hill Hospital.**

1. A *booked outpatient service* for assessment by psychiatrists and/or psychologists of referred MHCUs.
2. *High care inpatient wards* for clients with serious psychiatric disorders such as schizophrenia and other psychotic states, major depression and bipolar disorder.
3. *Psychotherapeutic wards* for the voluntary admission of referred MHCUs needing intensive psychotherapy.
4. *Psycho-rehabilitation wards* with stays of up to 6 months for MHCUs with recurrent relapses on outpatient treatment. (Females only at present).
5. An *outpatient child and adolescent service*. During 2007/8 adolescent in-patient beds will become available. Until these beds are available the transfer of MHCUs under the age of 18 should be discussed with the consultant on call. They will only be accepted if it seems that it would be safe to admit them to an adult ward.
6. A *psycho-geriatric service* where elderly clients either in residential care or from families that can take them back may be admitted for 6 to 8 weeks for assessment and stabilization of psychiatric problems.
7. During 2008 *neuro-psychiatric services* will be developed.

Townhill Hospital is a specialist psychiatric hospital. Only problems which cannot be managed at district hospital level should be referred to Townhill Hospital. Referrals are accepted according to the attached referral patterns. Prior arrangement must be made with the doctor on intake. The Town Hill Request for Admission Form must be completed and faxed if possible to the doctor on call. If fax services are not readily available the form should be completed and sent with the patient. All provisions of the MCHA must be complied with. (See attached guidelines)

### **Referral Procedure for Townhill Hospital.**

#### **1. Outpatients.**

Phone Townhill Hospital Outpatients department (033-341 5631) to book an appointment. Referral letter must accompany the client with COMPREHENSIVE information about the presenting complaint and investigations done to exclude physical illness. Where ever someone who can provide collateral should accompany possible the patient. (See attached policy)

## 2. Inpatients. Acute admissions.

### *Patients with no previous history of mental illness.*

- a) If, **after 72 hours** of observation, physical illness is excluded and the MHCU requires admission as an involuntary patient rather than an assisted or voluntary patient, the doctor should then phone Townhill switchboard (033-341 5500) and ask for the doctor on intake for males or females (08.00 to 16.30). After hours ask for the doctor on call for admissions. After consultation with this doctor the referring doctor should complete the Request for Admission form and fax it to Townhill if fax services available. **If the information is complete** then the Townhill doctor will accept the patient. If fax services are not available then the form should accompany the patient. If the legal aspects of the MHCA are not complied with or if organic illness has not been excluded the patient will not be accepted.
- b) **PATIENTS SHOULD BE TRANSFERRED ON MONDAYS TO THURSDAYS** wherever possible as this gives the senior consultants and other members of the multidisciplinary team an opportunity to assess the patients properly. Patients will only be accepted on Fridays and over the weekend in special circumstances. Only 5 district transfers a day will be accepted i.e. 2 females and 3 males unless by special arrangement with the consultant on call.

**Note:** The MHCA does not say that MHCU's should be transferred the instant the 72 hour observation period has expired. The observation institution has a further 24 hours to inform the MHCU that they are going to be detained as involuntary patients and then must make arrangements to transfer the patient to a psychiatric institution. Therefore it should be unnecessary to transfer patients on the week- end except in special circumstances to be discussed with the consultant on call.

*Patients with a previous history of mental health care use* at Townhill Hospital within the last two years. After a thorough medical examination and retrieval of the relevant blood results the district hospital doctor should contact Townhill Hospital as above to obtain information and advice on the further management of the patient. If the patient has been discharged as an involuntary outpatient then they can be readmitted to Townhill as soon as the medical examination and blood results are available.

**Emergency admissions** under section 9 of the Mental Health Care Act should only be made if implementation of the appropriate sedation has failed. (*See treatment guidelines for district hospitals.*)

## **2. Other categories of MHCUs**

### **Psycho-rehabilitation admissions.**

Female MHCUs who relapse frequently when utilizing community based care can be considered for medium to long term care (maximum of 6 months). During this period they will be fully assessed by the multidisciplinary team and undergo intensive psychosocial rehabilitation. These admissions must be arranged with the doctor on intake who will consult with the consultant in charge of the relevant ward, Peacehaven.

### **Psychotherapeutic admissions.**

Patients who are suffering from depression, anxiety disorders and other conditions that are suitable for management in an open ward where there is not constant observation of patients can be admitted to the psychotherapeutic wards as voluntary patients. Admission is arranged with the doctor on intake who will consult with the consultant in charge of the wards. (North Park 1&2.)

### **Psychogeriatric Assessments.**

Geriatric patients with acute psychiatric problems who are either in residential care or have families prepared to look after them can be admitted for comprehensive assessment and stabilization by the multidisciplinary team. Once the patients are stabilized they will be returned to their previous home. These admissions should be arranged with the doctor on intake who will consult with the consultant in charge of the ward (Uitsig A and B.)

Annexures:

1. Town Hill Request for Admission Form.
2. Referral Patterns Psychiatric Services Area 2.
3. Sedation protocol for District Hospitals.
4. Guidelines to completing the MHCA forms.