

Transfer of an Involuntary Patient Between Approved Hospitals (Mental Health Act 2013)

Purpose	Transfer of patient's being treated involuntarily between approved hospitals
Approved Form (transfer direction)	<ul style="list-style-type: none"> • Involuntary patient transfer between approved hospitals (C13)
Where can transfer occur?	<ul style="list-style-type: none"> • To Approved Hospitals
Who can authorise transfer of an involuntary patient	The Chief Psychiatrist (or Delegate with Section 59 delegations)
When can a patient be transferred?	<p>If the Chief Psychiatrist (or delegate) is satisfied that the transfer is necessary for:</p> <ul style="list-style-type: none"> • The patient's health or safety OR • The health and safety of other persons.
What is a transfer direction?	<p>A transfer direction is authority for a Mental Health Officer (MHO) to:</p> <ul style="list-style-type: none"> • Take the patient under escort • Remove the patient from the transferring hospital and • Take the patient to the identified approved hospital.
Practice requirements	<ul style="list-style-type: none"> • Transfer should occur with the least delay and discomfort as circumstances allow. • The escort may enlist the assistance of another person, including if necessary, a police officer. • Wherever practicable, the use of non-police escorts is preferred • The custody and escort provisions apply while the patient is being transferred. • An escort may be required to show identification to the patient, their representative or support person, or manager of the approved facility, this may be a MHO ID card, ambulance officer identification or police officers warrant card. • In an emergency, the transfer direction may be given orally by the approver, but must be confirmed in writing in an approved form as soon as practicable after it is given. • If any form of restraint is considered necessary, strict timeframes and monitoring requirements exist and must be followed.
Related Standing orders and Advisories	<ul style="list-style-type: none"> • Chief Psychiatrist Standing Order 10 – Physical Restraint • Chief Psychiatrist Standing Order 10A – Mechanical Restraint • Chief Psychiatrist Standing Order 10B – Chemical Restraint

Documentation requirements	<ul style="list-style-type: none"> • Complete the appropriate form (C13) • Provide a copy of the form (transfer direction) together with a statement of rights to the patient and explain in a way that can be understood. • Give a copy of the form to: <ul style="list-style-type: none"> ○ The responsible officers at both transferring and receiving facilities ○ The treating medical practitioner ○ The Chief Psychiatrist and the Tribunal ○ The MHO escorting the patient. • Wherever practicable, the form should be provided to all parties prior to the transfer occurring. • Place a copy of the form on the patient's clinical record. • If the patient consents, give a copy to the patient's support person/representative or to the parent/guardian if the patient is a child.
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Guidance for approved facilities and persons in charge

- Ensure policies and protocols are aligned with this guideline.
- Provide education and training programs that support provisions in this guideline.
- Ensure appropriate documentation is maintained.