Justice Health and
Forensic Mental Health Network

Justice Health NSW Policy

Medical Holds

Issue Date: 02 December 2022

Together for
Healthier Tomorrows

Medical Holds

Policy Number 1.263

Policy Function Continuum of Care

Issue Date 02 December 2022

Next Review Date 02 December 2025

Risk Rating High

Summary A medical hold is a recommendation to Corrective Services NSW or Youth Justice NSW that a patient remain in a particular centre or region for a period of time for clinical reasons. The common reasons for holding patients are to allow easier access to particular specialist services, monitoring of patients who are new to particular treatments or patients who require access to 24 hour nursing staff coverage. This policy provides guidelines for the initiation, review and cancellation of medical holds.

Responsible Officer General Manager, Primary Care

Applies to
☐ Administration Centres
☐ Community Sites and programs
☒ Health Centres - Adult Correctional Centres or Police Cells
☒ Health Centres - Youth Justice Centres
☒ Long Bay Hospital
☐ Forensic Hospital

CM Reference POLJH/1263

Change summary
- Grammatical Changes
- Changed delegation of medical hold signoff by NUM
- Change the acronym ‘the Network’ to ‘Justice Health NSW’

Authorised by Chair, Policy Steering Committee

Revision History

#	Issue Date	Number and Name	Change Summary
8	December 2022	1.263 Medical Holds	• Grammatical Changes • Changed delegation of medical hold signoff by NUM • Change the acronym ‘the Network’ to ‘Justice Health NSW’
7	September 2018	1.263 Medical Holds	• Grammatical Changes

			• Inclusion of permanent medical hold
6	September 2015	1.263 Medical Holds	• Minor Edits of position titles • MAU communication process for medical holds
5	May 2012	1.263 Medical Holds	• Included provisions for patients new to treatment • Updated abbreviations
4	April 2008	1.263 Medical Holds	• Minor edits
3	December 2005	1.263 Medical Holds (Adults)	• Extension of the Medical Hold form to be used at all sites and not just Long Bay and Mulawa
2	June 2005	1.263 Medical Holds	• Minor edits
1	September 2000	1.263 Medical Holds	• New policy

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Printed copies of this document, or parts thereof, must not be relied on as a current reference document.

Always refer to the electronic copy for the latest version.

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1. Preface

A medical hold is a recommendation to Corrective Services, New South Wales (CSNSW) or Youth Justice, NSW (YJNSW) that a patient should remain in a particular centre or region for a period of time for clinical reasons. The common reasons for holding patients are to allow easier access to particular specialist services, monitoring of patients who are new to particular treatments, or patients who require access to 24 hour onsite nursing staff coverage. This policy provides guidelines for the initiation, review and cancellation of medical holds.

2. Policy Content

Justice Health & Forensic Mental Health Network (Justice Health NSW) staff will exercise clinical judgement to appropriately identify patients that require a request to CSNSW/ YJNSW that recommends a medical hold.

2.1 Mandatory Requirements

- The patient must have a genuine, clinically indicated need to remain at a centre or region.
- If a request for a medical hold is to be made in order for a patient to stay in an area close to where a service is to be provided (i.e. at another Justice Health, NSW facility, Local Health District or private health provider), the appointment 'should' be within two weeks of the request for medical hold.
- A medical hold form (JUS200.020) must be completed by the appropriate clinician, and approved by the Nursing Unit Manager (NUM).
- A copy of the requested medical hold must be provided by the health centre/inpatient facility to the CSNSW Manager of Security (MOS) or Officer in Charge (OIC) of the centre, or YJNSW Duty Manager and the Classification Coordinator, to ensure an interim medical hold is in place until confirmation of approval of the medical hold is received.
- A copy of the requested medical hold must be filed in the patient's Health Record within the clinical correspondence section. A corresponding entry that the patient has been placed on a medical hold must be made in JHEHS. The entry must include the clinical reason for the medical hold, the expected duration of the hold and any foreseeable circumstances which may lead to a hold being cancelled.
- For adult patients, the approved medical hold form is scanned and sent by the NUM or their delegate to the Medical Appointments Unit (MAU) at [redacted]). The MAU will enter details of all approved medical holds on the Justice Health NSW iPM database also referred to as the Patient Administration System (PAS) and into the alerts field in the CSNSW Offender Integrated Management System (OIMS). For adolescent patients, the NUM or their delegate will enter the medical alert in PAS.
- If the hold is cancelled the NUM/ Clinical Support Officer (CSO) forwards the form to the MAU at [redacted]
- Medical holds (both adult and adolescent) must be reviewed by a Justice Health NSW clinician. It is the responsibility of the NUM or their delegate to ensure all medical holds

are reviewed at four weekly intervals at the treating Health Centre/Inpatient Facility, or sooner should the treatment be nearing completion.

- The duration of most medical holds is only to be for a maximum of three months, after which it is the responsibility of the NUM or their delegate to ensure that the patient must be reviewed by a clinician and if required, a new medical hold form is to be completed.
- A permanent hold or hold duration for greater than three months may be requested for patients who have a health condition that requires care provision in a specific location, in order to facilitate continuity of health care. A permanent hold, i.e. no end date for the hold duration, may be requested for patients on dialysis or patients whose health care is palliative. A request for a permanent hold must clearly indicate the reason: dialysis or palliative care and must be recommended by a NUM, Medical Officer (MO) or Nurse Practitioner (NP). In certain cases for pregnant patients, whose pregnancy care requires coordinated specialised care in a health centre with on-site midwives and 24 hour nursing care, a hold duration may be requested beyond three months if the expected date of delivery is beyond a three month period. A pregnancy related extended duration hold must clearly indicate that it is for specialised management of pregnancy related health care needs and must be recommended by a NUM, MO, NP or Midwife, for the management of patients on Clozapine, a medical hold can be for 18 weeks. This request for a hold must clearly indicate the reason: patient commencing Clozapine treatment and must be recommended by a NUM, MO, or NP.
- Medical holds are cancelled based on clinical evaluation of the patient. For adult patients, the cancellation information will be generated by an appropriate clinician and must be scanned and emailed as detailed on the Medical Hold form JUS200.020. The cancellation must be on the copy of the Medical Hold form JUS200.020 which is completed by the NUM or their delegate. The medical hold alert in PAS is recorded as cancelled by the health centre that has requested the cancellation. A copy of the cancelled medical hold form must also be filed in the patient's Health Record otherwise the medical hold will expire at the designated date. Cancellations must be in writing and made on the copy of the form which has the approval section completed. Verbal cancellations of medical holds are not acceptable.

2.2 Implementation – Roles & Responsibilities

Nurse Unit Manager

The NUM is responsible for reviewing, approving or declining medical hold requests for all patients, It is the responsibility of the NUM or their delegate to ensure that a copy of the approved medical hold is sent to the MAU at [redacted] and relevant alerts are in place.

All Staff

In addition to mandatory requirements listed in section 2.1 of this policy, staff must also:

- Routinely maintain documentation in the patients' health record of activities and decisions made in regards to a medical hold; and
- Ensure that requests for medical holds are appropriate and based on a patient's clinical needs.

- This includes discussing with Aboriginal patients that their medical hold may stop an Aboriginal patient off Country or their region for a proposed period of time.

Medical Appointments Unit (adult patients)

MAU staff will be responsible for maintaining accurate digital records in PAS/OIMS by initiating and ending PAS/OIMS medical hold data as required.

MAU's role within the Long Bay Correctional Complex will be responsible for providing a daily list of all patients on medical holds at the Long Bay Correctional Complex to the CSNSW Classifications Section, Inmate Transfer Section, the relevant Manager of Security (MoS) Officer in Charge (OIC), and the Classification Co-ordinator.

Nursing Unit Manager, Nurses Co-ordinating Specialist Clinics

All medical holds should be reviewed regularly as part of normal business practice.

For adult patients:

- It is the responsibility of the NUM or delegate to advise CSNSW of the patients on medical holds and the timeframe of the medical hold for each patient in their centre.
- This information of the medical hold will appear as an alert field on OIMS flagging that the patient is not to be transferred from the health centre until the specified end date. This ensures the patient remains on medical hold until the hold has expired or has been cancelled.
- More than one medical hold location can be named; the location must be identified by name or approved acronym. Generalised location descriptions such as 'Metropolitan', 'Sydney Metro', and 'Regional' are not to be used.

For adolescent patients:

- It is the responsibility of the NUM or delegate to advise YJNSW of the patients on medical holds and the timeframe of the medical hold for each patient in their centre.
- This information of the medical hold will appear as an alert field on CIMS flagging that the patient is not to be transferred from the health centre until the specified end date. This ensures the patient remains on medical hold until the hold has expired or has been cancelled.
- The NUM or delegate must notify YJNSW Centre Manager of a medical hold and submit a Health Problem Notification & Escort Form (Adolescents).

3. Definitions

Must

Indicates a mandatory action to be complied with.

Should

Indicates a recommended action to be complied with unless there are sound reasons for taking a different course of action.

4. Procedure Content

Medical holds are recommended for:

- Ongoing clinical assessment, treatment and observation at a level that would not be available if transferred to another facility;
- Ongoing specialist, medical, or psychiatric treatment not available in a particular centre and/or for which the number of appointments would make the return for appointments unreasonable;
- Specialist appointments within other Local Health Districts (LHD) for which transfer for appointment would be unreasonable;
- Medical/psychiatric reports requiring direct assessment of the patient;
- Patients who present, on the day/evening before or day of escort, with an acute illness or acute exacerbation of a chronic illness that requires urgent review or ongoing medical intervention by a Medical Officer or Nurse Practitioner prior to transfer to another facility.
- Patients who have a fracture, (until all relevant appointments have been attended or the fracture has healed);
- When the level and timing of a health service intervention would prohibit transport of any distance in an escort vehicle;
- When a patient has a health condition requiring a particular type of accommodation that is not available in their correctional/adolescent centre of classification; and
- Patients commencing specialist treatment that require enhanced specialised monitoring at the facility where the treatment was commenced.

5. Related Documents

Legislations	*Nil*
Justice Health NSW Policies, Guidelines and Procedures	1.231 *Health Problem Notification Form (Adults)* 1.235 *Health Problem Notification and Escort Form (Adolescents)*
Justice Health NSW Forms	JUS200.020 *Medical Holds*
NSW Health Policy Directives and Guidelines	*Nil*
Other documents and resources	*Nil*