Policy: G2

Broadmoor Hospital –

Guest Patients / Overnight Stay Policy

<table>
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<th>Version:</th>
<th>G2/04 Feb11</th>
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<tr>
<td>Ratified by:</td>
<td>Policy Review Group</td>
</tr>
<tr>
<td>Date ratified:</td>
<td>31st January 2011</td>
</tr>
<tr>
<td>Title of originator/author:</td>
<td>Director of Security</td>
</tr>
<tr>
<td>Title of responsible Director</td>
<td>Executive Director of High Secure Services</td>
</tr>
<tr>
<td>Date issued:</td>
<td>8th February 2011</td>
</tr>
<tr>
<td>Review date:</td>
<td>November 2012</td>
</tr>
<tr>
<td>Target audience:</td>
<td>All staff at Broadmoor Hospital</td>
</tr>
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POLICY TITLE | Guest Patients/Overnight Stay Policy
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POLICY REFERENCE NUMBER | G2
DATE OF IMPLEMENTATION | 8th February 2011
DEVELOPED / REVIEWED BY | Security Directorate / MHA Office
REVIEW DATE | November 2012
RESPONSIBLE DIRECTOR | Director of Security
DISCLOSURE STATUS | (B) Can be disclosed to service users and the public

Equality & Diversity statement
The Trust strives to ensure it's policies are accessible, appropriate and inclusive for all. Therefore all policies will be required to undergo an Equality Impact Assessment and will only be approved once this process has been completed.

The Trust Aspires to:
## G2 – Broadmoor Hospital Guest Patient / Overnight Stay Policy

### Version Control Sheet

<table>
<thead>
<tr>
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<th>Title of Author</th>
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<td>G2/01</td>
<td>June 1999</td>
<td>Forensic Services</td>
<td>New Policy</td>
<td></td>
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<td>G2/02</td>
<td>5th Feb 2007</td>
<td>Security Directorate</td>
<td>Revised policy issued</td>
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<tr>
<td>G2/03</td>
<td>Jan 2011</td>
<td>Director of Security</td>
<td>Revised policy under consultation ending 10.12.10</td>
<td>Revised policy presented to Broadmoor SMT on 09.12.10 (date to be added) and approved to go for consultation</td>
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<tr>
<td>G2/04</td>
<td>8th Feb 2011</td>
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G2 – Broadmoor Hospital Guest Patient / Overnight Stay Policy

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Appendix 1:  Form M136
1. Executive Summary

1.1 On occasion, Broadmoor Hospital is asked to accommodate a patient from another hospital who is required to be in the geographic locality of Broadmoor Hospital. This is usually to attend a court case in the Central Criminal Court, but sometimes to facilitate a family visit or attend some other function.

1.2 The patient will be detained under the Mental Health Act and will require a high level of security. It is usual for the visiting patient to be coming from one of the other High Secure Hospitals or a Medium Secure Unit. (Special consideration must be given to a request to accommodate a patient from Carstairs who is detained under the powers of the Scottish Mental Health Act which are not transferable to the English Mental Health Act). The stay may be one or more nights and guest patients are usually accommodated on an Admission Ward.

1.3 The guest patient is detained at Broadmoor Hospital under the provision of Section 17 of the Mental Health Act (1983 – amended 2007) leave of absence, which is authorised by the Responsible Clinician (RC) at the parent hospital. It is the responsibility of the parent hospital to ensure that appropriate authorisation is sought for the patient to stay at Broadmoor Hospital on a leave of absence. For restricted patients, Ministry of Justice consent for Section 17 leave is necessary. For remand patients, the appropriate court must agree.

1.4 Guest Patients will not be recorded as a new admission on the patient database. It is also not necessary to go through the routine administrative and assessment procedure, which is normally carried out when a patient is admitted to the hospital.

2 Purpose

2.1 To identify individual responsibilities and organisational issues to ensure that these visits go smoothly and support the needs of the patient

2.2 To outline procedures for:

agreeing to admit a patient for an overnight stay or longer

obtaining legal, clinical and risk information prior to admission

admitting the patient and implementing a care plan agreed by the clinical team

3 Application for overnight stay

3.1 An application should be made by the RC at the parent hospital to the Clinical Director at Broadmoor Hospital, providing appropriate clinical details of the case.

3.2 The Clinical Director should pass the application to the receiving ward Clinical Nurse Manager to discuss with the Consultant and Clinical Team.

3.3 On receipt of the Consultant's agreement to the guest patient stay, the Clinical Director will write to the applicant and request that form M136 is completed and returned to Broadmoor Hospital Mental Health Act Office (see appendix 1) and that the guest patient’s high risk status as per the requirements of the Safety and Security Directions is indicated. The applicant should be asked to inform the patient that accommodation will be provided in the named ward. All reports and correspondence should be sent to the
Mental Health Act Office. The Mental Health Act Office will ensure statutory requirements are in place before the arrival of the guest patient. The Mental Health Act Office will inform (in writing), relevant personnel of the arrival/departure dates of the guest patient. The information is recorded in the Diary in the Site Management office.

3.4 The parent hospital must be requested to provide a written management plan that includes a plan of the day appertaining to the venue the patient will be attending whilst a guest at Broadmoor Hospital. The management plan must be agreed by Broadmoor Hospital before the guest patient application is accepted. This management plan must detail the use of handcuffs, if required, and what action to be taken should the patient abscond during the leave of absence and which hospital will take overall management of the incident.

3.5 If the guest patient is from another High Secure Hospital, the Security Intelligence Office at Broadmoor must contact the parent hospital’s Security Intelligence Office before the date of arrival to ascertain if there is any information/intelligence concerning this patient, e.g. incompatibility with resident Broadmoor patient(s). Any information/intelligence gathered must be disseminated to the relevant Security Liaison Nurse and Clinical Nurse Manager of the ward accommodating the guest patient.

3.6 The Mental Health Act Office will compile a temporary patient file and send it to the receiving ward. It will contain relevant medical and nursing reports, copies of statutory detention documents consent to treatment form and the application form - M136.

3.7 An up-to-date photograph of the patient is to be provided by the parent hospital and this will be kept in the Control Room. If the photograph is brought with the patient to the ward the Nurse in Charge must ensure its immediate transit to the Control Room. In those circumstances when a patient arrives, without a photograph having been provided by the parent hospital, a digital photograph will be taken by Control Room staff and be held on file until the Guest Patient leaves.

3.8 In those circumstances when a guest patient is likely to be accommodated at the hospital for a significant amount of time, e.g. two nights or longer, then the Security Intelligence Office must be contacted and a set of patient identity photographs must be produced.

4 The Arrival of the Guest Patient

4.1 On the morning of the day when the patient is expected, the Mental Health Act Office should inform the duty doctor of the time when the patient is expected to arrive.

4.2 The guest patient and escorting staff must be subject to the same searching procedures as per the Patient Search Policy and Leave of Absence policy that apply to all incoming and departing patients.

4.3 When the patient arrives, they will be taken with their escorts to the ward and the duty doctor informed, who should attend as quickly as possible, in order to carry out a routine physical examination.

4.4 Any medication prescribed to the patient should be handed over by the escorting staff and prescribed by the doctor on a Broadmoor Hospital prescription card.

4.5 Before the escorting staff depart, the person in charge of the ward must ensure that their contact telephone number is obtained and a full handover is provided of all information pertaining to the patient including observation levels and risk assessment. That
information must be communicated at subsequent ward handovers.

4.6 The patient should be made to feel as comfortable and as welcome as is possible. All relevant information will be recorded and should include: routine physical examination, observation levels, special needs, Nurses/Doctor's notes, person to contact at the parent Hospital.

4.7 A property list should be drawn up.

5 Ongoing Care

5.1 Whilst at Broadmoor Hospital under Section 17, the patient will receive care and treatment from the ward clinical team. The Clinical Nurse Manager will identify a Primary Nurse and/or a care team with responsibility for the guest patient. Care Plans must be written as appropriate and the level of patient observation must be determined. For safety and security reasons, the patient's name must be entered on Spot Check and Fire Boards.

5.2 If the patient stays several nights, i.e. during a long Court case, he does not need to be physically examined by the duty doctor each time he arrives back at the hospital, but it is important that information is exchanged at the ward handover. Each time the patient leaves the hospital, he must go through the Leave Of Absence dispatching office (in the same way as a Broadmoor patient does).

5.3 The plan of the day provided by the parent hospital must be used as the briefing document for the Site Manager to brief the escorting staff from the parent hospital prior to any departure from Broadmoor Hospital.

5.4 The Control Room will implement the normal procedures for police notification as per Leave of Absence policy whenever the Guest Patient leaves the hospital.

6 When the Guest Patient leaves

6.1 When it is time for the patient to leave, the patient and his escorts should be taken to the Leave Of Absence dispatching office. The temporary patient file which has been kept on the ward during the patient's stay should be returned to the Mental Health Act Office.

6.2 A copy of the temporary Care Plans and any Clinical notes written during the patients' stay will be copied by the Mental Health Act Office and be sent to the RC at the parent hospital.

7 Expenses

7.1 In a small number of cases, Broadmoor Hospital may consider setting a charge for the care of the guest patient. This will be agreed with the Clinical Director.

8 Searches

8.1 Whilst here, the patient will be subject to Broadmoor Hospital policies and procedures which will include the Patient Search Policy. If the guest patient is not from another High Secure Hospital, our policy should be outlined to the patient's RC at the parent hospital
to ensure that the patient is informed of basic procedures, thereby reducing the possibility of the patient taking issue with procedures such as being searched. When the guest patient arrives or departs from the ward, staff from Broadmoor Hospital will conduct the search.

8.2 When the patient arrives and leaves Broadmoor Hospital they must be searched as per the Patient Search policy and be searched by Broadmoor Hospital staff.

9 Information for Guest Patient

9.1 The Mental Health Act Office will provide the patient with either a standard leaflet or a letter identifying the relevant detention section of the Mental Health Act (1983 –amended 2007) or, if the Mental Health Act is not applicable, any other legal authority for detention.

10. Monitoring / Review

10.1 As it is extremely rare for patients from other hospitals to require overnight accommodation at Broadmoor Hospital, there are no routine monitoring arrangements in place. However each occasion where the policy is enacted will be used as an opportunity to review the policy, which will otherwise be conducted every three years by the Security Directorate and Mental Health Act/Health Records Office.
Broadmoor Hospital
Application for Overnight Stay

Name of Hospital / Agency:_______________________________________________________________

Reason for application for overnight stay_________________________________________________

Name of Responsible Clinician requesting overnight stay:____________________________________

Name of patient requiring overnight stay:_____________________________________________

NHS Number:________________   DOB:_____________________________

Section of Mental Health Act 1983 (amended 2007):______________________

History / Diagnosis:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
__________________________________________________________________________________

Copy of latest Medical Report (if appropriate)

Statement of needs/problems to include: current care/treatment plans, CPA documentation, special
dietary/cultural needs:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
__________________________________________________________________________________

Is the patient designated as ‘High Risk’ as per the Safety and Security Directions?  Yes / No
(Delete as appropriate)

Please detail what risks the patient presents:_____________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
__________________________________________________________________________________

Present Medication Including allergies/sensitivities. (Send copy of Form T2 or T3 if on medication)
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
__________________________________________________________________________________

A COPY OF THE PATIENT’S CURRENT PRESCRIPTION CARD WILL BE REQUIRED.
Appendix 1

Form M136

Broadmoor Hospital
Application for Overnight Stay

I temporarily transfer clinical responsibility to:_________________________________________________ (Name of Broadmoor Consultant)

For the period of time when_______________________________________ will be in Broadmoor Hospital (Name of patient)

" in accordance with the provisions of Section 18(1) of the Mental Health Act 1983 (as amended 2007), I hereby (on behalf of the managers of_______________________________________) give authority to any officer on the staff employed at Broadmoor Hospital to re-take the patient in the event of his absence without leave from your hospital. Furthermore, in accordance with Section 17(1) of the 1983 Act, I hereby direct that he shall, during the leave, submit to such treatment and medication as the appropriate Consultant psychiatrist at Broadmoor Hospital considers necessary as directed or agreed by the Responsible Clinician in the patient’s interests or for the protection of others (subject to the provisions of Section 57 & 58 of the 1983, amended 2007 Act relating to the patient’s consent and/or the opinion of the duly appointed practitioner).

Parent Hospital Responsible Clinician (name):_____________________________(print)

Parent Hospital Responsible Clinician (signature):_____________________________

Date:__________________________

Accepted by:

Broadmoor Hospital Clinical Director(name):_____________________________(print)

Broadmoor Hospital Clinical Director (signature):_____________________________

Date:__________________________

When this form is complete please return to the MHA Office.