Justice Health and
Forensic Mental Health Network

Justice Health NSW Policy

Medical and Nursing Certificates (Adults)

Issue Date: 06 July 2023

Together for Healthier Tomorrows

Medical and Nursing Certificates (Adults)

Policy Number 1.262

Policy Function Continuum of Care

Issue Date 06 July 2023

Next Review Date 06 July 2026

Risk Rating High

Summary Justice Health and Forensic Mental Health Network (Justice Health NSW) uses the Medical and Nursing Certificate to advise Corrective Services (CSNSW) that a patient has a temporary medical condition, which requires special consideration, equipment and/or affects their ability to attend to their work duties

Responsible Officer General Manager, Population and Preventative Health

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/1262

Change summary

- Updated branding
- Updated responsibilities
- Added scanning of document and timeframe to be included on certificate

Authorised by Chair, Policy Steering Committee

Revision History

#	Issue Date	Number and Name	Change Summary
6	July 2023	1.262 Medical and Nursing Certificates (Adults)	• Updated branding • Updated responsibilities • Added scanning of document and timeframe to be included on certificate
5	July 2018	1.262 Medical and Nursing Certificates (Adults)	• Reconfigure to align with current policy template. • Updates to title names and positions. • Updates to links and references.

4	July 2015	1.262 Medical and Nursing Certificates (Adults)	• Reconfiguration to align with the current policy template. • Updated links to related documents and policies.
3	May 2012	1.262 Medical and Nursing Certificates (Adults)	• Reissued following routine review
2	February 2009	1.262 Medical and Nursing Certificates (Adults)	• Renamed • Routine review
1	June 2005	1.262 Medical Certificates and Sick in Cell	• Routine review

PRINT WARNING

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.

Justice Health and Forensic Mental Health Network

PO BOX 150 Matraville NSW 2036

Tel (02) 9700 3000

http://www.justicehealth.nsw.gov.au

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1. Preface

Justice Health and Forensic Mental Health Network (Justice Health NSW) uses the Medical and Nursing Certificate form (JUS200.025) to advise Corrective Services NSW (CSNSW) that a patient has a temporary medical condition, which requires special consideration, equipment and/or affects their ability to attend to their work duties. For permanent or long term clinical problems, the Justice Health NSW Health Problem Notification Form (Adults) (HPNF) (JUS005.001) should be used and recorded in the Patient

Administration System (PAS) (refer to the Network policy 1.231 *Health Problem Notification Form (Adults)*. The Medical Officer / Nurse Practitioner may complete a Medical Certificate with recommendations regarding the patient made to CSNSW, being based on a recognised clinical condition or diagnosis. Only Medical Officers / Nurse Practitioners are authorised to make recommendations as to a patients/inmate's fitness or otherwise for work.

Nursing staff may complete a Nursing Certificate advising CSNSW of the patient's symptoms and including a recommendation based on their clinical observations.

This policy incorporates the previously existing 'sick in cell' certificate and ensures adequate documentation is maintained for patients with a medical condition that requires special consideration, health related equipment, or their ability to attend to their work duties.

2. Policy Content

Staff must exercise clinical judgement to appropriately identify patients that require a recommendation to CSNSW via a Medical and Nursing Certificate.

2.1 Mandatory Requirements

- The patient must have a genuine, clinically indicated need for a medical or nursing certificate.
- A Medical and Nursing Certificate form (JUS200.025) must be completed by the appropriate Medical Officer, Nurse Practitioner, Allied Health, or Nursing staff.
- Staff must follow section 3 of this policy when issuing medical or nursing certificate.

2.2 Implementation – Roles & Responsibilities

All Staff

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

- Routinely maintain documentation in the patient's health record of activities and decisions made in regards to the recommendations on the Medical or Nursing Certificate; and
- Ensure the recommendations on the Medical or Nursing Certificate are appropriate and based on the patient's clinical needs.

3. Procedure Content

Staff must exercise clinical judgement to appropriately identify patients that require a recommendation to CSNSW via a Medical and Nursing Certificate.

3.1 Medical Certificate

The Medical Certificate may result in a recommendation to CSNSW that the patient be considered:

- For placement on light duties (re-assessed at regular intervals);
- Unfit for work;
- Fit for work; or
- For the removal of handcuffs during transport or a medical procedure where medically indicated (in consultation with the Manager of Security or Functional Manager to ensure risks are managed appropriately).

Where a Medical Certificate is recommended by a Medical Officer / Nurse Practitioner after phone consultation, it is required that the Medical Officer / Nurse Practitioner's name, confirmation date and time will be written before the nurse's signature and printed name.

A copy of the Medical Certificate must be provided to the Accommodation Officer or Senior Custodial Officer and a photocopy must be scanned into JHeHS placed in the patient's Health Record within the clinical correspondence section. A corresponding entry that the patient has been given a Medical Certificate must be made as an electronic progress note entry in the Health Record. The entry must include the clinical reason for the Medical or Nursing Certificate and the recommendation including required timeframe. Once the certificate is scanned onto JHeHS it can be added as an attachment to the eprogress entry.

Any alerts must be added onto the Patient Administration System (PAS) as per the *Alert Definition Document* and any health conditions, allergies or adverse drug reactions must be added onto the Justice health electronic Health System (JHeHS)

The Medical Certificate must not be used for any of the following, as special forms exist for each:

- Medical Holds - used to hold a patient, at a Correctional Centre for clinical reasons (refer to the Network policy 1.263 *Medical Holds*).
- Car/bus Transport - used for special transport needs (refer to the Network policy 1.395 *Transfer and Transport of Patients*).
- Health Problem Notification Form (Adults) (HPNF) (JUS005.001) - used to advise custodial staff of transient or ongoing special needs or observations ascertained at reception or any time during incarceration. This form is completed in PAS with copies provided to CSNSW (refer to the Network policy 1.231 *Health Problem Notification Form (Adults)*.
- Unfit for Court - used to advise Governor and Courts of a patient's non-attendance at Court on clinical grounds. Staff should refer to the Network policy 1.423 *Unfit to Attend Court – Health Related Reasons* and contact the Governor or Officer in Charge immediately to advise him/her of the patient's non-attendance.

If a certificate signed by a Medical Officer / Nurse Practitioner is for more than a week, the primary care nurse is required to do a thorough assessment of the patient when the certificate is due to expire and to consider whether further medical assessment is necessary.

4. Nursing Certificate

Patients are to have a full history taken and relevant examination carried out. Any findings, symptoms and reasons for the Nursing Certificate are to be ascertained and recorded in JHeHS as an eprogress note entry. Any alerts must be added onto PAS as per the *Alert Definition Document* and any health conditions, allergies or adverse drug reactions must be added onto JHeHS.

A copy of the Nursing Certificate must be provided to the accommodation Officer or Senior Custodial Officer and a photocopy must be scanned into JHeHS placed in the patient's Health Record within the clinical correspondence section. A corresponding entry that the patient has been given a Nursing Certificate must be made as an electronic progress note entry in the Health Record. A corresponding eprogress entry that the patient has been given a Nursing Certificate must be made in JHeHS. The entry must include the clinical reason for the Nursing Certificate and the recommendation including end date of certificate. Once the certificate is scanned onto JHeHS it can be added as an attachment to the eprogress entry.

Patients that are 'two-out' or 'at-risk' may be impacted by 'sick in cell' recommendations which must be considered during the assessment process.

A Nursing Certificate is not to be issued by nursing staff for periods of longer than 24 hours for sick in cell, without consultation with a Medical Officer / Nurse Practitioner for an opinion and authorisation. If a local Medical Officer / Nurse Practitioner is not available, contact should be made with the Remote Oncall Afterhours Medical Service (ROAMS).

Patients must be advised of action to take if symptoms persist or increase and/or if new symptoms develop. Patients should also be advised that nursing certificates are recommendations to CSNSW and that CSNSW may choose not to follow the recommendation. If this occurs, then the appropriate Network manager is to be notified to review any possible impacts of this decision.

5. 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.

6. Related Documents

Legislations	
Justice Health NSW Policies, Guidelines and Procedures	1.231 *Health Problem Notification Form (Adults)* 1.263 *Medical Holds* 1.395 *Transfer and Transport of Patients*

	1.423 *Unfit to Attend Court – Health Related Reasons* 4.014 *Clinical Application Systems – Alerts, Health Conditions, Allergies or Adverse Drug Reactions* 9.048 *Health Records* Alert Definition Document ROAMS (Remote On-call Afterhours Medical Service) Protcol
Justice Health NSW Forms	*JUS005.001 Health Problem Notification form (Adults)* *JUS200.025 Medical and Nursing Certificate form*
NSW Health Policy Directives and Guidelines	
Other documents and resources	