Justice Health and
Forensic Mental Health Network

Justice Health NSW Policy

Referrals from Justice Health and Forensic Mental Health Network to Corrective Serivces NSW

Issue Date: 06 April 2023

Together for
Healthier Tomorrows

Referrals from Justice Health and Forensic Mental Health Network to Corrective Serivces NSW

Policy Number 1.331

Policy Function Continuum of Care

Issue Date 06 April 2023

Next Review Date 06 April 2026

Risk Rating High

Summary This policy defines the cross referral system between the Justice Health and Forensic Mental Health Network and Corrective Services NSW staff for appropriate and timely referrals to other services for adult patients.

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/1331

Change summary

- Grammatical changes
- Hyperlinks updated
- Title change
- Removal of any instruction for CSNSW to complete JUS210.005

Authorised by Chair, Policy Steering Committee

Revision History

#	Issue Date	Number and Name	Change Summary
6	April 2023	1.331 Referrals from Justice Health and Forensic Mental Health Network to Corrective Serivces NSW	• Grammatical changes • Hyperlinks updated • Title change • Removal of any instruction for CSNSW to complete JUS210.005
5	August 2017	1.331 Referrals between CNSW & JH&FMHN	• Grammatical changes
4	September 2012	1.331 Referrals between Corrective Services NSW and	• Updated name and title of organisation

		Justice Health & Forensic Mental Health Networks (Adults)	• Grammatical changes
3	May 2009	1.331 Referrals between DCS and Justice Health	• Included sction for Adolescent Health
2	June 2005	1.331 Referrals to Department of Corrective Services – Justice Health Professional Staff	• Updated name and title of organisation
1	September 2000	1.331 Referrals to Department of Corrective Services – Corrections Health Service Professional Staff	• 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

Justice Health and Forensic Mental Health Network (Justice Health NSW) is responsible for the provision of health care within the criminal justice system. Corrective Services New South Wales (CSNSW)/the private operators play an important role in facilitating and providing access to other necessary services that are not provided by Justice Health NSW. This care involves ensuring that appropriate professional referral and health information is transferred from one service to the other.

Adult patients frequently require a referral to CSNSW Risk Intervention Team (RIT), Psychologist, and Services and Program Officers (SAPOs).

2. Policy Content

2.1 Mandatory Requirements

Form JUS210.005 *Referral between CSNSW and Justice Health* must be used for all patients requiring referral in accordance with Section 3.

2.2 Implementation - Roles and Responsibilities

Managers are responsible for:

- Monitoring referrals to ensure that all staff are compliant with the process.

Clinicians are responsible for:

- Managing referrals relating to their patients;
- Assessing the impact of any referrals by taking the appropriate action to ensure risk reduction and management plans detailed within the patient's health record;
- Ensuring the referral has reached the appropriate professional; and
- Ensuring that the paper-based health record and Justice Health electronic Health System (JHeHS) and Patient Appointment System (PAS) accurately reflect that a referral has been made and a PAS Health Problem Notification Form (HPNF) (JUS005.001) has been attached for custodial staff.
- CSNSW give verbal referrals via phone or in person. Clinicians must document this interaction in the patient's clinical notes on JHeHS ensuring to include date, time, referee name and referral reason.

CSNSW are responsible for:

- Ensuring that the referral has been signed off by the receiver with any comments of action or result of referral communicated back to the referring person.

3. Procedure Content

A referral form JUS210.005 *Referral between CSNSW and Justice Health* is used to ensure that the referral is documented and that CSNSW receives an appropriate referral. The form must be completed for all patients requiring referral to the relevant CSNSW service or staff for action.

The action/result of the referral must be appropriately noted on the form e.g. appointment made for assessment. A clinical report may be attached or sent later for inter-clinical professional referrals. Where necessary, a PAS HPNF (JUS005.001) must be attached for custodial staff. The referring health professional is responsible for ensuring the referral has reached the appropriate person. The daily clinical handover system must ensure that any follow up required and outcomes of the referral are actioned appropriately and within a reasonable time.

A copy of the referral must be signed off by the receiver with any comments of action, and this must be returned to the health centre and filed in the patient's health record in the 'Other Correspondence' section.

4. Definitions

Must

Indicates a mandatory action to be complied with.

Patient health record

Indicate a patient has a paper based and electronic health record.

Should

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

5. Related Documents

Legislations	
Justice Health NSW Policies, Guidelines and Procedures	1.231 *Health Problem Notification Form (Adult)*
Justice Health NSW Forms	JUS210.005 *Referral between CSNSW and Justice Health* JUS005.001 *PAS Health Problem Notification Form (NPNF) - Adult*
NSW Health Policy Directives and Guidelines	
Other documents and resources	