

Freedom of Information request 625-18

Request & Response

I am writing to you requesting your help and guidance in accessing information on how out of area psychiatric services can enquire about psychiatric and learning disability bed availability in your board area:

- 1 The names of all adult psychiatric hospitals in your area

| Board Area | Name of hospital | Please indicate if the hospital also provides | |
|-------------|------------------|---|---------------------|
| | | Learning Disability beds (Y/N) | Forensic beds (Y/N) |
| NHS Borders | Huntlyburn ward | No | No |
| | Lindean ward | No | No |
| | Cauldshiels ward | No | No |
| | East Brig ward | No | No |
| | Melburn ward | No | No |

- 2 In relation to Q1, provide the telephone numbers and names of staff who are responsible for receiving out of area requests for admissions to your adult psychiatric beds and learning disability beds (during office hours and out of office hours). (This may be your bed manager/patient throughput manager or any other appropriate person who has the authority to consider out of area requests).

| Office hours: Psychiatric | | | |
|---------------------------|---------------------|-------------------------------|-------------------------------|
| Name | Role/Job title | Office Hours Telephone number | Out of Hours Telephone number |
| Huntlyburn ward | Senior Charge Nurse | 01896827181 | 01896827181 |
| Crisis Team | Nurse in Charge | 01896827320 | 01896827320 |
| | | | |
| | | | |

| Office hours: Learning Disability | | | |
|-----------------------------------|----------------|-------------------------------|-------------------------------|
| Name | Role/Job title | Office Hours Telephone number | Out of Hours Telephone number |
| Not applicable – no LD beds | | | |
| | | | |
| | | | |
| | | | |

- 3 In relation to Q2 can you provide, in flowchart format where possible, a description of the decision steps involved between receiving a request for a bed from an out of area board and the eventual decision to offer a bed, for office hours and out of hours

| Office hours |
|--|
| e.g. referral received by named person (Q2) and passed on to out of area panel who considers the requests / bed manager accepts referral based on availability / |

**Out of Area clinician telephones ward or Crisis team.
If bed available patient would be transferred following discussion between admitting consultant and receiving consultant. Decision would be based on whether the admission was clinically appropriate and could be safely managed within HB and if sufficient number of beds to manage any local emergency admissions safely.
Admitting consultants have rota for out of area admissions.**

Out of hours

e.g. referral received by named person (Q2) and passed on to out of area panel who considers the requests/ bed manager accepts referral based on availability

Same process as in office hours (above).

- 4 In relation to Q2, and the named person(s) you have identified as having a responsibility for receiving out of area requests for a bed, who would have the final decision making responsibilities for accepting out of area admissions? Would this be a panel/collective decision or the clinician who is responsible for the receiving ward for example?

Consultant accepting care of patient would have final say.

- 5 What would be the factors affecting any decision to accept out of area requests, please add all contributing factors and order by priority

Whether the admission was clinically appropriate and could be safely managed within the ward and sufficient number of beds to manage any local emergency admissions safely.

If you are not satisfied with the way your request has been handled or the decision given, you may ask NHS Borders to review its actions and the decision. If you would like to request a review please apply in writing to, Freedom of Information Review, NHS Borders, Room 2EC3, Education Centre, Borders General Hospital, Melrose, TD6 9BS or foi.enquiries@borders.scot.nhs.uk.

The request for a review should include your name and address for correspondence, the request for information to which the request relates and the issue which you wish to be reviewed. Please state the reference number **625-18** on this request. Your request should be made within 40 working days from receipt of this letter.

If following this review, you remain dissatisfied with the outcome, you may appeal to the Scottish Information Commissioner and request an investigation of your complaint. Your request to the Scottish Information Commissioner should be in writing (or other permanent form), stating your name and an address for correspondence. You should provide the details of the request and your reasons for dissatisfaction with both the original response by NHS Borders and your reasons for dissatisfaction with the outcome of the internal review. Your application for an investigation by the Scottish Information Commissioner must be made within six months of your receipt of the response with which you are dissatisfied. The address for the Office of the Scottish Information Commissioner is, Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife.