

Admission Policy

Launceston Health Hub Day Procedure Unit

Purpose

- The purpose of this policy is to provide an overview of current treatments and procedures provided *at Launceston Health Hub Day Procedure Unit*, located at 247 Wellington Street, Launceston in Tasmania and
- To provide a clear and consistent framework for the admission of patients to Launceston Health Hub Day Procedure Unit, ensuring patient safety, effective use of resources, and high-quality care.
- This policy is a living document and will be updated if new treatments and/or procedures are offered *at Launceston Health Hub Day Procedure Unit*.
- All clinical staff must be aware of this Policy.

Responsibilities / Delegations

- The Director of Nursing is responsible for ensuring this policy is current at all times.

Background

Launceston Health Hub Day Procedure Unit performs procedures to patients who are deemed suitable for skin lesion excisions, minor plastic surgery, minor oral procedures and minor general procedures under Local Anaesthetic.

No unconscious sedation procedures are performed at Launceston Health Hub Day Procedure Unit.

Current Treatments

Procedures currently undertaken at Launceston Health Hub include skin lesion removal, minor plastic surgery, minor oral procedures and minor general procedures under Local Anaesthetic.

Policy

- Launceston Health Hub Day Procedure Unit will provide treatments to patients who are deemed suitable for skin lesion excisions, minor plastic surgery, minor oral procedures, and minor general procedures under Local Anaesthetic.
- Launceston Health Hub Day Procedure Unit will not provide services for:
 - Patients who require transmission-based precautions

- Patients who do not have an appropriate carer to take them home if their procedure precluded them from driving.
 - Patients that the doctor deems to have medical history which put them at risk in a stand-alone day procedure centre.
 - Patients over 160kg (maximum safe weight limit for all equipment)
 - Patients under 14 Years of age.
 - Patients who do not understand their healthcare rights (for example, impaired cognitive function) and do not have a substitute decision maker.
 - Patients at risk of delirium.
 - Patients at risk of self-harm during admission.
 - Patients at risk of self-harm/suicide behaviour.
- Launceston Health Hub Day Procedure Unit requirements for suitability include:
 - Suitability is confirmed during the pre-admission process with the medical practitioner.
 - Should a patient attend on the day of admission who does not meet admission criteria, they will not be admitted; an Incident Form will be raised and reviewed at the Medical Advisory Committee.
 - Patients managed with local anaesthesia are alert and ambulant and could evacuate the facility immediately during an emergency.
 - In the case of an emergency, all staff are trained (as part of the new employee induction and ongoing training procedure) to assist patients to evacuate the building.
 - In the procedure room, patients maintain consciousness and breathing throughout their local anaesthesia.
 - During evacuation, the procedure would stop immediately. The medical practitioner and nurse would remain with the patient. The distance to reach one of the emergency exits to the exterior of the building is less than twenty metres.
 - During a procedure there is always a Nurse in the Procedure Room. Therefore, at least one nurse per patient is available to assist the patient safely out of the building. If the patient requires mobility assistance, a wheelchair is available and additional staff from other areas are allocated to assist during an evacuation.

Professional qualifications

Professional qualifications and requirements for employment to work at Launceston Health Hub Day Procedure Unit include:

- Medical Practitioner:
 - Must be registered with the Australian Health Practitioner Regulation Agency (AHPRA) as a medical practitioner
 - Must be credentialed by the Medical Advisory Committee before performing any procedures.

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- Nurses:
 - Must be registered with the Australian Health Practitioner Regulation Agency (AHPRA) as a registered nurse (RN) or enrolled nurse (EN)
 - Must have relevant clinical experience relating to the position description.
- Expectations of Staff:
 - Staff must hold the necessary qualification for their respective roles, as outlined in the job descriptions
 - Ongoing education to maintain professional registration with AHPRA (if applicable).
 - Compliance with all policies and procedures relating to the Launceston Health Hub Day Procedure Unit.

Quality Improvement

- Regular audits of the admission and discharge processes will be conducted to identify areas for improvement.

Policy Review

- This policy will be reviewed annually or as required by changes in practice or regulation.