

Policy & Procedure:

Transfer and Discharge from Care Policy

Introduction

This policy has been written to ensure clarity in the Admission and Discharge processes for all service users of Neurodiversityassessment.com.

Purpose

We are committed to the safe and efficient transfer of all service users, whether it is within the practice or discharging to the community.

Scope

This policy and process applies to all staff involved in admissions and discharge of service users.

Referral and Acceptance Criteria

- Adults 18+
- Must consent to online assessment
- Must consent to their assessment session being recorded for processing
- Must not have a formal diagnosis of an LD
- Must be sufficiently verbal, including with assistance, to engage in an assessment
- No active psychosis or any other serious mental health condition
- No current high-risk behaviour
- Must have a settled and stable home environment – not rough sleeping or homeless
- No current substance addiction or problematic use

Referral process

1. Post referral from Primary Care, all service users must be registered onto Semble at the earliest opportunity.
2. Service users will then be contacted to obtain consent to treatment.
3. Once consent has been obtained, the service user will begin progressing through the assessment pathway.

Change of clinician

If the need arises to change the clinician assigned to a service user (for example, due to unexpected leave); the service users must be kept informed at all times and involved in the process.

It is critical that all interactions with service users are recorded in order to ensure a safe and efficient hand over. It is important to avoid situations where a service user is required to give the same information on multiple occasions to different staff.

Discharge

Upon completion of the pathway, where the service user will have concluded their final interview and been sent a copy of their assessment report, they will be deemed to have been discharged from the practice.

Upon discharge of a service user, a copy of the assessment report, which also serves as notification of discharge, is sent to the referring GP practice to inform them that the assessment has been completed and that the patient has been discharged.
