



STANDARD OPERATING PROCEDURE ON RECEPTION ORDERS

1. Purpose of the SOP

This SOP seeks to outline the procedures to be followed in obtaining a reception order which warrants involuntary admission into a psychiatric unit for assessment and treatment if the relatives of the impaired practitioner cannot be located or refuse to initiate the admission process.

2. When to obtain a Reception Order:

A reception order may be applied for an impaired practitioner who:

- i) fails to comply with the Health Committee conditions and is deemed a danger to themselves or the public.
- ii) is deemed not to be under safe and proper medical and psychiatric care, treatment or control.
- iii) is of suicidal tendency.
- iv) is inebriate, that is, a person who habitually drinks to excess or uses any drug to excess.

3. Details required

- i) full names of the impaired practitioner.
- ii) full address of the impaired practitioner.
- iii) diagnosis of the impaired practitioner, if applicable.
- iv) name of the Medical Practitioner who last reviewed the patient or who would assess the impaired practitioner.

4. Procedure

- i) Obtain Council approval.
- ii) Inform the next of kin.
- iii) Inform the respective Officer in Charge in writing.
- iv) Take a copy of the letter written to the Officer in Charge to the Magistrates Court.
- v) Complete the reception order form.
- vi) Take the completed and signed (by the Magistrate) reception order form to the relevant Officer in Charge.
- vii) Admission into hospital.

5. Period of Admission

The Mental Health Act(Chapter 15:06) provides that a person shall be admitted for a period not exceeding six weeks subject to such further order by a Medical Practitioner.

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19/6/15

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