



## REGIONAL CHILDREN'S PSYCHIATRIC CENTRE INPATIENT REFERRAL PROCESS

Inpatient referrals for children under 18 years of age are accepted from general hospitals, doctors, and other children's mental health professionals.

**CONTACT:** Weekdays 8:00 a.m. - 4:30 p.m.: (705) 675-9193 ext. 8401 or Cell (705) 561-1386  
All other times, including holidays: (705) 675-9193 ext. 8214

### 1. CONSIDER PRIOR TO REFERRAL:

- Assure that the patient is medically clear. RCPC does not have around the clock emergency medical or diagnostic capabilities and therefore cannot admit individuals unless they can be safely managed. If there are doubts, please initiate a dialogue between your medical staff and ours to ensure that the person being referred can be safely managed (i.e., patients must be able to stand, protect their own airways, be rousable, have a blood alcohol of zero, no intubation, no untreated lacerations, no contagious infections, not intoxicated, not on I.V.).
- If patients are not on a FORM 1, ensure they consent to the admission if they demonstrate the capacity to consent. If they do not demonstrate capacity, ensure that the legal guardian or other substitute decision maker consents to the admission.

### 2. PLEASE FAX THE FOLLOWING TO RCPC AT REFERRAL - Fax: (705) 675-5448:

- The properly completed FORM 1 (if applicable)
- A Medical Transfer authorization number which is required for infectious disease control for all inter-facility patient transfers
- All other relevant documentation for admission (e.g., reports, letters, diagnostic information).

### 3. CHECKLIST

- Have you designated a staff member to complete the telephone referral interview with RCPC staff to help assure continuity of care?
- Have you communicated the symptoms which made you suspect the patient is suffering from a mental illness?
- Have you indicated the expected time of arrival to RCPC (for accepted referrals)?
- If possible, have you requested that the patient/guardian bring their medication and containers to help prevent medication errors?
- Have you identified the patient's discharge address?
- Have you informed the patient/guardian that they are responsible for transportation upon discharge from RCPC?