

Bedroom Access for tāngata whaiora – Puna Awhi-rua and Puna Maatai

Procedure Responsibilities and Authorisation

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Target Audience	Forensic service staff
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Procedure Review History

Version	Updated by	Date Updated	Summary of Changes
07	Charge Nurse Managers: Andrew Evans; Alan Barlow	March 2015	Changes to action on observations; inclusion of audit criteria and information for service users
08	Kylie Balzer	May 2018	RESPECT training changed to SPEC training Roles and responsibilities added Audit indicator added – daily duty allocations
09	Kylie Balzer	March 2021 September 2021	Update to use of 'tāngata whaiora' Changes arising from feedback from staff consultation Changed from action rationale format as this is no longer accepted by the Quality and Patient Safety service

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1 Overview

1.1 Purpose

Procedure for staff to facilitate tāngata whaiora access to their bedroom areas whilst an inpatient in Puna Awhi-rua and Puna Maatai.

Bedroom access is provided for the following reasons:

- To enable attention to Activities of Daily Living (ADLs) at various times of the day, introducing some flexibility into the structured / secure environment
- To provide a period of 'quiet time' enabling tāngata whaiora to have time to self / privacy / rest and assist in maintaining the therapeutic milieu
- Sleeping purposes

1.2 Scope

This procedure applies in the following Forensic inpatient wards: Puna Awhi-rua and Puna Maatai.

1.3 Patient / client group

Forensic tāngata whaiora in Puna Awhi-rua and Puna Maatai.

1.4 Exceptions / contraindications

Nil.

1.5 Definitions and acronyms

General bedroom access	Tāngata whaiora in Puna Awhi-rua and Puna Maatai can access their bedrooms without restriction at specific times as documented in each ward area and dependent on meal times, weekday or weekends and whether the therapeutic programme is in progress.
SPEC	Safe Practice and Effective Communication Training

2 Clinical management

2.1 Roles and responsibilities

All Staff

Must follow this procedure, and safety requirements

Clinical staff

Must meet the requirements of the [Levels of Observation Across all Mental Health and Addictions Inpatient Services](#) procedure (5238).

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Managers

The Charge Nurse Manager must ensure compliance with this procedure is audited.

Contractors

Must only enter ward and bedroom areas under the guidance of Forensic staff.

2.2 Competency required

- Levels of observation across all mental health and addictions inpatient services on line training is completed.
- SPEC training.

2.3 Equipment

Duress alarm

2.4 Procedure

2.4.1 Observation

During periods of bedroom access a staff member will be allocated to observe tāngata whaiora activities within bedrooms and the bedroom corridor. This is to maintain the safety of the tāngata whaiora; ensure tāngata whaiora do not enter each other's rooms; and to ensure the bedroom area remains a restful / quiet environment.

To maintain observation and safety of tāngata whaiora the observing staff member on Puna Maatai and Puna Awhi-rua is to position themselves at the lounge end of the corridor throughout the period of observation.

Presence of tāngata whaiora in the bedroom corridor is documented on the whiteboard and removed when the person is out of the bedroom area.

2.4.2 Levels of observation

Checks must be made on every tāngata whaiora during all periods of bedroom access by the staff member assigned to the observation checks, as per the individual's level of observation and supported by the staff member assigned to monitoring the dormitory.

2.4.3 Entry of bedroom corridor by staff

To ensure that staff are not isolated and their personal safety compromised and the safety of tāngata whaiora the following must occur:

- When entering the bedroom corridor there must be at least TWO staff members present at all times
- Staff must carry a duress alarm on their person at all times during their duty.

2.4.4 Access to the bedroom corridor outside of general bedroom access times

Tāngata whaiora must be checked as per the individual's level of observation whilst in this area.

At completion of periods of general bedroom access the observing staff member must make a check of all the bedrooms to ensure rooms have been vacated and bedroom and corridor doors are locked.

Ward information for tāngata whaiora

4.1 Indicators

- Levels of observations
- Daily duty allocation
- DATIX incident forms

- DATIX incident reporting system
- Levels of observation audit
- Auditing of daily duty allocation

5.1 Associated Waikato DHB Documents

- Mental Health and Addictions [Duress alarm use and management inpatient Mental Health and Addictions](#) procedure (2681)
- Mental Health and Addictions [Levels of Observation across all Mental Health and Addiction Inpatient Services](#) procedure (5238)

- Health and Disability Services Standards NZS8134:2008 until the 28th February 2022
- Health and Disability Services Standards NZS8134:2021 from 28th February 2022

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