

Process for patients with OPA Appointed Guardians

Does the Treating Team's recommendation align with the patient's will and preferences?

YES

What is the Treating Team's recommendation?

Home with services

RACF

Treating Team informs OPA of their recommendation and completes Intake Checklist for patients with OPA Appointed Guardians (aged 65+)

OPA arranges a meeting to confirm will and preferences align

OPA Guardian makes decision based on patient's will and preferences, unless risk of serious harm, and informs Treating Team

Treating Team completes Exit Checklist

Treating Team informs OPA of discharge date

NO

What is the Treating Team's recommendation?

Home with services

RACF

Treating Team informs OPA of their recommendation and completes Intake Checklist for patients with OPA Appointed Guardians (aged 65+)

OPA arranges a meeting once relevant documentation received (please refer to Intake Checklist)

OPA Guardian makes decision based on patient's will and preferences, unless risk of serious harm, and informs Treating Team

Treating Team completes Exit Checklist

Treating Team informs OPA of discharge date

Exit Checklist for Treating Team once decision has been made

Is the patient returning to the community (home, family, SRS)?

- Community risk management plan completed, including agreed escalation points if and when required.
- Support worker roster has been established and confirmed.
- Any agreed equipment hire/purchase, home modifications completed.
- Financial arrangements in place: liaison with administrator (if relevant), patient has a functioning bank account and access to funds.
- Cleaning and preparation of the property organised (utilities connected, groceries, key lock).
- Relevant outpatient, community health, mental health referrals made.
- Patient linked to a GP, medications organised.
- Supports required for day of discharge organised (transport, staff support).
- Check patient has their bank card, medicare card, health care card etc.

Is the patient being discharged to residential aged care?

- Appropriate and available RACF vacancies presented to the guardian who then chooses a facility with the patient.
- Handover to the new facility completed.
- Confirmation of terms of tenure (respite, permanent), ensuring paperwork and financial arrangements have been made.
- Liaison with financial administrator (if relevant), patient has a functioning bank account and access to funds.
- Patient linked to a GP, medications organised.
- Check patient has their bank card, medicare card, health care card etc.
- Patient linked to a GP, medications organised.
- Arrangements have been made for the patient to have some of their belongings with them.
- Supports required for day of discharge organised (transport, staff support).