

Policy Title: Follow up patients in the primary mental health clinic

Department/Unite:
General Clinics.

Policy Number:
UOJ-MSA-GC-P/07

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Review Date:

Revision History

Subject	Changes made	Done by	Revision date

1. **CONDITIONS:**

1.1 All primary mental Clinic (PMC) staff.

2. **PURPOSE:**

2.1 To develop a system to track people with mental illnesses and to provide them with ongoing psychological care.

2.2 Early detection of common mental illnesses and deal with it.

2.3 Reduce morbidity and disability among mental illnesses.

3. **DEFINITIONS:**

3.1 Mental disorders: It is a disorders that affects human thinking or his feelings or his judgment on things or behavior, and to some extent require intervention to take care of them, and management of diseases and include the following, for example:

3.1.1. Depression.

3.1.2. Anxiety disorder.

3.1.3. Somatization

3.1.4. Non organic sleep disorder.

3.1.5. Social problem.

3.1.6 Chronic fatigue syndrome.

3.2 Defaulted patients in PMHC clinic: They are the patients who did not attend the follow-up visit initial PMHC clinic for more than three months of last follow-up visit.

4. **Related**

N/A

Documents:

5. **POLICY:**

5.1 The follow-up mental illness patients at a PMHC clinic providing treatment service at the health center or referred into the main center of the national program of PMHC clinic according to evidence -based clinical guidelines work.

6. PROCEDURES:

6.1 The PMHC clinic nurse will receive and welcomed the patient.

6.2 The PMHC clinic nurse will open the file and perform the nursing assessment according to the work instructions, fill the forms of the clinic and take the vital signs, which include blood pressure, pulse and weight.

6.3 The nurse will register the result of nursing assessment and vital signs in the patient's file.

6.4 After completing the opening of the patient's file by the PMHC clinic nurse, the patient directed to the PMHC physician.

6.5 In the first visit of the patient:

6.5.1 The physician will assess the patient condition by taking the history, performing the clinical examination to ensure the diagnosis according to the clinical guidelines (ICD11).

6.5.2 When the diagnosis of mental conditions determines the degree of the severity of their symptoms, in case of mild to moderate cases will be managed by PMHC physician, in case of severe mental disease will be referred to psychiatric emergency hospital or psychiatrist in the main PMHC clinic.

6.5.3 Find the reasons for patient's symptoms, organic, psychological or social.

6.5.4 Work with a teamwork in the management plan for the patient based on the patient's condition (interference psychologist and social to resolve psychological and social problems both according to his specialty).

6.5.5 The PMHC physician will put the plan of care and follow up plan for patient according to clinical guidelines and discuss it with the patient and his family.

6.5.6 The PMHC physician will educate the patient and his family about the illness, plan of care, medication given and its side effects.

6.5.7 The PMHC nurse will register the patient in the PMHC clinic follow up registry.

6.5.8 The PMHC nurse will coordinate the follow up with PMHC physician, psychologist, and social worker according to management plan.

6.5.9 In the beginning of management dates is given relative within 2-3 weeks depending on the patient's condition.

6.5.10 the PMHC physician explain to the patient that the improvement begins after

2-3 weeks and after 4-6 weeks most of the symptoms disappear and the follow up will be every 3-4 weeks depending on the patient's condition.

6.6 In the follow up visit of the patient:

6.6.1 The PMHC physician will assess the patient for the improvement of his condition and adherent to the management plan of care.

6.6.2 The PMHC physician follow-up the patient's condition with the therapeutic team (psychologist and social).

6.7 The PMHC physician, nurse, psychologist and social worker will register all patients' data in the patient's file each in his specific fields.

6.8 The PMHC nurse will give the patient an appointment card, and register the date and time of appointment in it.

6.9 The PMHC nurse will register the appointment in the clinic's appointment registry.

6.10 After the symptoms disappeared and cured the patient is given a period of 6 months to complete the management plan and then gradually the medication stopped on the period of 6-8 weeks.

6.11 If relapse occur the management plan extend after the stabilization of the condition for a year.

7. RESPONSIBILITIES

7.1 Primary mental health care (PMHC) physician will be responsible for:

7.1.1 The physician will assess the patient condition by taking the history, performing the clinical examination to ensure the diagnosis according to the clinical guidelines (ICD11).

7.1.2 Find the reasons for patient's symptoms, organic, psychological or social.

7.1.3 Work with a teamwork in the management plan for the patient based on the patient's condition (interference psychologist and social to resolve psychological and social problems both according to his specialty).

7.1.4 The PMHC physician will put the plan of care and follow up plan for patient according to clinical guidelines and discuss it with the patient and his family.

7.1.5 The PMHC physician will educate the patient and his family about the illness, plan of care, medication given and its side effects.

7.2 PMHC nurse will be responsible for:

7.2.1. Receive and welcomed the patient.

7.2.2. Open the file and perform the nursing assessment for the clinic according to the work instructions.

7.2.3. Register the results of the nursing assessment and special measurements in the patient's health record.

7.2.4 The PMHC nurse will register all patients' data in the patient's file in her specific field.

7.2.5 Arrange the patient entry to the appointment according to the serial number.

7.2.6 Register the patient in the PMHC clinic follows up registry.

7.2.7 Coordinate the patient appointment with the PMHC physician, psychologist, social worker according to management plan.

7.2.8. Register all patients' data in the patient's file in specific field.

7.2.9. Give the patient an appointment card, and register the date and time of appointment in it, and registry.

7.2.10. Collect the defaulted patients at the end of each Hijra month, and register them in the defaulter registry in the clinic to follow up them.

7.3 Psychologist in PMHC will be responsible for:

7.3.1 Psychological therapeutic and diagnostic interventions.

7.3.2 Assist in providing psychological services for therapeutic program and help the patient to recover.

7.3.3 Work with a teamwork in a management plan for the patient based on what its services (psychological assessment - the objective to intervene to solve problems).

7.3.4 Thematic follow-up to plan the main therapeutic for the patient.

7.3.5 Mental health awareness in the community with the participation of the team.

7.4. Social worker in PMHC will be responsible for:

7.4.1 Analyze and diagnose the social problem of the patient and the formation of a professional opinion.

7.4.2. Determine the nature of the problem and their negative impact on the individual family hand, work, and compatibility with others.

7.4.3 Develop a strategy to help the patient, each according to the nature of his problem.

7.4.4 Practice appropriate social therapy with each case and the selection of methods and models according to the type of disease.

7.4.5 Contacts with the authorities and associations related to providing support coordination of service.

8. Appendix:

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9. REFERRANCES:

9.1 National Primary Psychological Care Program.

9.2 Ministry of Health Manual for Dental clinic.

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