



Business Rules

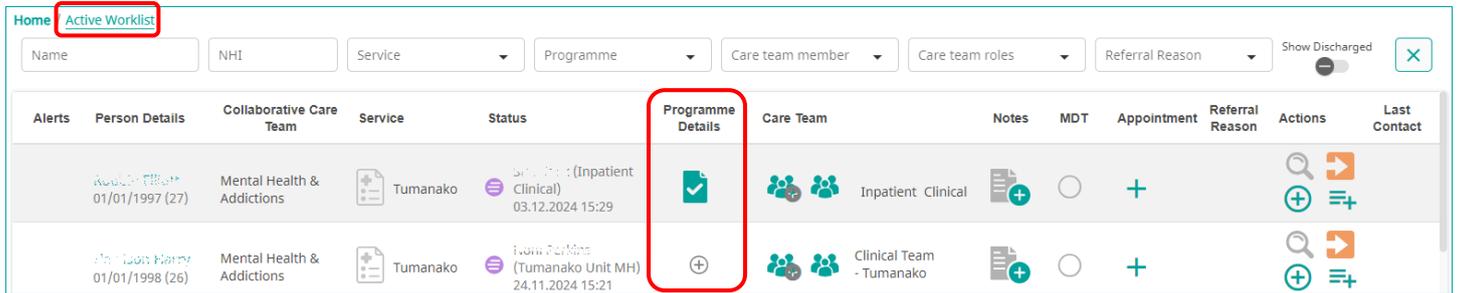
When the Seclusion Programme is Activated for this Person, the MHS Seclusion form is to be Submitted to record the authorisation of the Seclusion event, and for EVERY 2 hours the Person is in Seclusion, authorisation and reasons are to be documented in the appropriate Seclusion form.

Additionally, a Progress Note is to be completed EVERY 15 mins while the Person is in Seclusion.

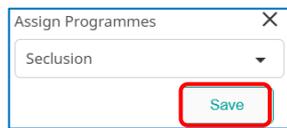
Seclusion Process

To record that a Person is in **Seclusion**, use the + in the **Active Worklist** to add them to the Seclusion Programme from the drop-down list of Programmes, then complete the Consent and **Submit**.

1. Display **Active Worklist**, **My Caseload** OR **Person Dashboard (Service view)**



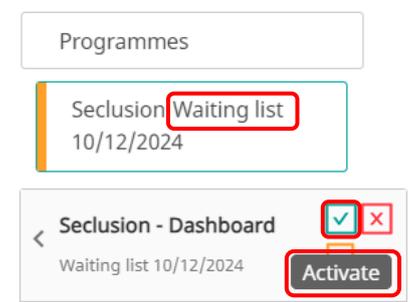
2. Click + to Add the **Seclusion Programme**



3. Complete **Consent** and **Submit**



4. Open Seclusion programme
5. **Activate** Seclusion



6. From the Programme layer timeline, the **initial Seclusion** form is triggered, which documents the initiators of and reasons for this Seclusion event. When **Seclusion is ended**, return to the same form to document who ended the Seclusion and the rationale leading up to it.

<p>20:45 - MHS - Seclusion over 2 hours</p> <p>18:45 - MHS - Seclusion over 8 hours</p> <p>18:45 - MHS - Seclusion over 2 hours</p> <p>16:45 - MHS - Seclusion over 2 hours</p> <p>14:45 - MHS - Seclusion over 2 hours</p>	<p>Each 2 hours a form is triggered, to record authorisation and reasons for continued Seclusion, until after 8 hours of Seclusion, another form is triggered, ready for completion. A new form is triggered again, every 2 hours, requiring completion.</p> <p>An orange document symbol appears near the Person Details in the Whiteboard Worklist to indicate an Unfilled Seclusion form.</p> 
---	--

Programme Worklist

The Programme Worklist is the best worklist to manage the Seclusion records in Tumanako
Click the **Seclusion** icon in the Person row to jump straight to the Seclusion filtered workspace
Click the Person's name to open the Person Dashboard

Alerts	Person Details	Service	Service Location	Service Status	Programme Details	Group	Date Created	Date Enrolled	Date Discharged	Referral Reason	Actions
	BIRD, Big Scdhb 07/08/1973 (51)	Tumanako 05.02.2025	Whangarei	Inpatient Clinical) 05.02.2025 21:50	 Seclusion		12.02.2025 09:56	12.02.2025 09:57			
	BLACK, Fred 06/08/1997 (27)	Tumanako 17.01.2025	Far North	Clinician) 17.01.2025 09:36	 Seclusion		13.02.2025 13:59	13.02.2025 13:59			
	BOND, James 19/10/1973 (51)	Tumanako 05.02.2025	Whangarei	Inpatient Clinical) 05.02.2025 21:52	 Seclusion		12.02.2025 09:50	12.02.2025 09:56			

Progress Notes

- While a Person is in Seclusion, a note is to be recorded **EVERY 15 mins**
- From the **Programme Worklist**, click the **Seclusion** icon, add an Event, then use the link to add a **Notes**
- Add the content of the note and click **Submit**

From the **Whiteboard Worklist**, click the **Person Details** link, then **All Clinical Records**, click **Add** to add a **Note**

Discharge Process

Discharge from Seclusion

When the Person is no longer in Seclusion and the MHS Seclusion form is completed for both the starting AND ending of Seclusion, click the **Discharge** button from the **Seclusion Dashboard**.

