# Advisory: Secretary Approved Patient Assessment Form and Commencement of Regulations

**The *Ambulance Service (Non-emergency Patient Transport) Regulations 2019* (the NEPT Regulations) will commence on 1 December 2019.**

The NEPT Regulations introduce regulation of private non-emergency patient transport (NEPT). This will standardise patient assessment by referring facilities and ensure NEPT providers maintain minimum standards of patient care. Patient assessment and care provided during NEPT must be recorded using standard, Secretary approved forms.

Please note that after 1 December 2019, a private NEPT service crew must not accept an NEPT patient unless a completed Patient Assessment Record (Form 10A) has been provided.

Form 10A must be used whenever a patient is being assessed for NEPT, even if Ambulance Tasmania is initially contacted for NEPT, as private NEPT may still be used.

## Referring Health Facility Responsibility - Patient Assessment Record (Form 10A)

The referring facility must complete a clinical assessment of a prospective NEPT patient and document the findings on the Patient Assessment Record (Form 10A). This will formally document the patient’s suitability for NEPT. Only patients who are assessed as low or medium acuity, and who are stable, can be transported by NEPT.

* Form 10A must be **completed** by a registered nurse, registered paramedic or medical practitioner employed by the referring facility. The Form must then be **endorsed** by a medical practitioner or the most senior registered nurse employed by and available at the health service facility.
* The referring facility must provide **two** copies of the completed Form 10A to the NEPT service on clinical handover.
* An NEPT crew **must refuse** a patient for NEPT if they do not meet the conditions for transport, or if the crew reasonably believes that the patient is not (or is no longer) suitable for NEPT, for example, if the patient’s condition has deteriorated.

The referring facility must keep a copy of completed Patient Assessment Record (Form 10A), preferably with the patient’s clinical record.

## Handover of NEPT Patient from another Health Facility

A health service facility receiving an NEPT patient must be provided with a completed copy of the Patient Assessment Record (Form 10A) from the referring facility, attached to a Patient Care Record (Form 10B) from the NEPT crew, on patient handover. Together these form the official standard, Secretary-approved NEPT ‘Patient Care Record’ required by the *Ambulance Service (Non-emergency Patient Transport) Regulations 2019*.

A copy of Forms 10A and 10B must be kept by the receiving health facility, preferably in the patient’s clinical record.

## Patient Return Trips

If a patient is transported from a referring health service facility for an appointment at an intermediary facility (return trip) and the patient’s condition is unchanged for the return transport, the original Patient Assessment Record (Form 10A) will be provided to the return NEPT crew on clinical handover. The NEPT service should only commence a new Patient Care Record (Form 10B) if there has been a change in crew.

* Clinical handover for the return trip must include a note on the new Form 10B indicating that the patient’s condition is unchanged from the original patient assessment.
* If patient condition has changed and emergency transport is required, Ambulance Tasmania emergency services **must** be called on 000 and NEPT **must not** be used.

## Purchasing NEPT Forms

An initial set of Form 10A (triplicate, pack of 100) will be invoiced and posted to health service facilities by the Department of Health.

Forms can be ordered by contacting the Regulation and Licensing Unit on 03 6166 3856 or [NEPT@health.tas.gov.au](mailto:NEPT@health.tas.gov.au).

* Form 10A (triplicate, loose form): $ 0.75 each
* Form 10A (triplicate, pack of 100): $ 71.50 each

Regulation 35 of the NEPT Regulations states, ‘the licensee of an NEPT Service must comply with all relevant provisions of the Act at his or her own expense’. Forms will be sold by the Department on a cost-recovery basis, and may vary from the prices listed above.

NEPT providers may arrange their own professional printing, provided the NEPT Regulations are complied with. Print-ready art is available and must be ordered as:

* Form 10A: A3, two colour, triplicate, loose, packs of 100

## Education

Educational materials on the new NEPT provisions are provided on the NEPT webpage, <https://www.dhhs.tas.gov.au/nept>, for staff training purposes.

*Approved by Manager, Regulation and Licencing Unit, on behalf of the Secretary of the Department of Health, November 2019.*