The decision to admit can only be made by an authorised medical officer or nursing practitioner. The decision to admit must be documented in the medical record. The patient must leave the ED.

Does the patient require a procedure?  

NO

DO NOT ADMIT

YES

Does the patient require 4 or more hours of continuous active management? #

NO

YES

Identify which of the following is the reason for admission and complete the associated documentation:

<table>
<thead>
<tr>
<th>MANAGEMENT</th>
<th>DOCUMENTATION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial tests/investigations</td>
<td>Tests Required &amp; intervals</td>
</tr>
<tr>
<td>Regular periodic observations</td>
<td>Required observations, intervals and duration</td>
</tr>
<tr>
<td>Continuous monitoring</td>
<td>Type of monitoring</td>
</tr>
<tr>
<td>Active treatment (and review)</td>
<td>Nature of treatment</td>
</tr>
</tbody>
</table>

Admission (Type E)

NB. Admitted care commences when the patient physically leaves the clinical area of ED for transfer to an inpatient unit or operating theatre/procedure room.  

# The calculation of four hours duration can include continuous active management provided within the ED after the time of the decision to admit and before the patient is formally admitted

Please note that a patient is not automatically eligible for admission if:

- A decision to admit has been made but an inpatient bed is unavailable.
- The patient is being transferred to another hospital for ongoing care.
- The patient will be in the Emergency Department for longer than 4 hours.
- The patient is transferred to a short stay unit but does not meet admission criteria.
- The care requires facilities/equipment located in the ED e.g. Resuscitation.
- The patient is only waiting for: review by a specially admitting team, diagnostic tests or results, transport home, equipment or medications.

Reference: Admission, Readmission, Discharge and Transfer (ARDT) Policy for WA Health Services and Operational Directive  