



Royal Flying Doctor Service (RFDS) Clinical Manuals - Endorsed For Use in Clinical Practice Policy

1. Background

The WA Country Health Service (WACHS) seeks to provide direction and guidance to all staff through the availability of appropriate evidence based guidelines and procedures. It is envisaged that this information will assist in the efficiency and effectiveness of the organisation in meeting current legislation and the key principles of quality improvement.

2. Policy Statement

Whole of WA Health policy documents are the overarching policy documents that must be complied with by all WA Health staff. To complement these documents, the WACHS has endorsed specific policies, guidelines and procedures covering a range of issues related to clinical practice. WA Health and WACHS policy documents are available via the [HealthPoint Policies](#) intranet site.

WACHS endorses the **Royal Flying Doctor Service (RFDS) Clinical Manuals** as evidence-based recommended practice for use by Medical, Nursing, Midwifery and Allied Health staff.

For Internet Explorer 8 users:

[RFDS - Clinical Manual - Part 1 \(Clinical Guidelines\) Version 9.1 May 2019](#)

[RFDS - Clinical Manual - Part 2 \(Drug Infusion Guidelines\) Version 8.0 August 2018 *](#)

[RFDS - Clinical Manual - Part 3 \(Procedures\) Version 7.1 July 2015](#)

[RFDS - Clinical Manual - Part 4 \(Standard Drug List\) Version 8.2 November 2018](#)

For all other browsers use: [RFDS Clinical Manuals *](#)

*** It is RFDS preference that patient requiring medical retrieval have infusions prepared in this format, to save time at handover and reduce risk of errors.**

External sources that are endorsed for use in WACHS clinical practice provide a standard for clinical governance and service delivery, and provide a range of information and evidence-based practice to support best practice by all staff for country health patients and clients.

When applied, the information contained in these guidelines must take account of the context and scope of practice, level of service delivery and facility capacity. These guidelines do not indicate an exclusive course of action or serve as a definitive mode of patient care. Variations that take into account individual circumstances, clinical judgement, scope of professional practice and patient choice, may be appropriate dependent on the health care setting.

While every reasonable effort is made to ensure the accuracy of the information contained in these guidelines, no guarantee can be given that the information is free from error or omission. Users are strongly recommended to confirm by way of independent sources, that the information contained within these guidelines and procedures is correct, especially drug doses that may change from time of publication. Please note the web-based electronic copy is the master copy for all guidelines, policies and procedures.

3. Definitions

RFDS	Royal Flying Doctor Service
EUCP	Endorsed for use in WACHS clinical practice

4. Roles and Responsibilities

- 4.1 WACHS Executive Directors of Medical and Nursing and Midwifery Services, and the Chief Operating Officer are responsible for acting as the principal endorsement authority for external organisations' clinical policy documents.
- 4.2 WACHS Area and Regional Medical, Nurse, Mental Health, Aged Care and Population Health Directors are responsible for participating in the review for appropriateness of external organisations' clinical policy and guideline documents for use by clinicians within the WACHS.
- 4.3 All WACHS clinicians are accountable for their own practice and are to provide care:
 - within their registration status
 - in accordance with the codes and guidelines approved by their relevant National Board supported by AHPRA
 - within their scope of practice and competence
 - within their prescribed responsibilities and duties as defined in their Job Description Form (JDF) and
 - within the context of practice that they are operating.

5. Compliance

Failure to comply with this policy may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Integrity Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (WA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

6. Records Management

Non-Clinical:

All WACHS corporate records must be stored in the approved Electronic Documents and Records Management System.

[Records Management Policy](#)

Clinical:

[Health Record Management Policy](#)

7. Evaluation

The context and content of this EUCP will be reviewed every five (5) years. Formal review will occur via the WACHS Emergency Nurses Advisory Forum and WACHS Safety and Quality team.

8. Standards

[National Safety and Quality Health Service Standards](#)

- Medication reconciliation 4.6
- Organisational processes to support effective communication - 6.4b
- Communication at clinical handover - 6.7a, 6.8c, 6.8f

9. Legislation

[Health Services Act 2016 \(WA\)](#)

10. References

[RFDS Clinical Manuals](#)

11. Related Forms

WACHS [Patient Transfer Envelope-Checklist](#)

[MR184 Interhospital Clinical Handover form](#)

[MR184C WACHS Interhospital Transfer Maternal Form](#)

[MR184P Interhospital Transfer Neonatal Paediatric](#)

12. Related Policy Documents

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WACHS [Assessment and Management of Interhospital Patient Transfers Policy Appendix D - IHPT Site Flowchart - EDITABLE](#)

WACHS [Inter-hospital Clinical Handover Form Procedure](#)

WACHS [Interhospital Patient Transfer of Mental Health Patients Guideline](#)

WACHS [Patient Assisted Travel Scheme - Exceptional Ruling Guideline](#)

WACHS Safe Transport and Transfer of Care of Country Mental Health Patients Flowchart

WACHS [Recognition and Management of the Newborn at Clinical Risk Policy](#)

13. Related WA Health System Policies

[MP0058/17 Admission Policy](#)

[MP0095 Clinical Handover Policy](#)

[OD0497/14 Hospital Transfer Policy for DVA Entitled Persons From Public to Private Hospitals](#)

14. Policy Framework

[Clinical Governance, Safety and Quality](#)

This document can be made available in alternative formats on request for a person with a disability

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Directorate:	Nursing and Midwifery Services	EDRMS Record #	ED-CO-14-52050
Version:	4.00	Date Published:	03 February 2021

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