

## Mental Health Commission

### COVID-19 Notification Process

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Monday, 24 August 2020

The Mental Health Commission's Standards & Quality Assurance team continues to monitor the progression of COVID-19 in residential mental health services, both approved centres and community residences. In order to enable us to do so, this memo reiterates the current COVID-19 notification process which residential mental health services should follow.

#### COVID-19 Case Notification

As per previous communications, please be reminded that the Commission must be notified of any **suspected or confirmed staff or resident cases** of COVID-19. An email notification should be sent to [compliance@mhcirl.ie](mailto:compliance@mhcirl.ie).

A member of the Standards & Quality Assurance team will contact the service in the same week for more detail about the case, any delays in testing, and access to PPE. Should a result be received in the interim, we would ask that a follow-up email be sent. Should a 'not detected' result be received, this will mean that a monitoring call is not required.

We would ask that services continue to notify the Commission of any emerging issues being experienced on the ground. We will continue to escalate these matters as appropriate.

#### Quality & Safety Notifications

Services are required to continue to submit Quality and Safety Notifications (QSN) to the Commission as per normal procedures.

In the case of Death Notifications, we would ask that reference be made to any COVID-19 testing should same be relevant (i.e. in instances where the cause of death relates to an underlying condition or respiratory problems).

We understand that the situation regarding COVID-19 is constantly evolving and that Ireland's mental health services continue to face significant challenges. The Commission is closing monitoring the progression of the virus at a regional and national level. We will ensure that services are informed of any changes in our monitoring processes.

Furthermore, we would encourage you to stay in touch with us. Please contact us if there are specific concerns and issues that you would like to make us aware of. We have provided a list of contact details in Appendix I.

We continue to wish you and all residents, patients and staff well during these challenging times.

Yours sincerely,



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Ms Elena Hamilton  
Acting Director of Standards and Quality Assurance

Appendix I: Contact Details

Elena Hamilton, Acting Director of Standards and Quality Assurance: e: [elena.hamilton@mhcirl.ie](mailto:elena.hamilton@mhcirl.ie) t: 087 451 2957

Susan Finnerty, Inspector of Mental Health Services: e: [susan.finnerty@mhcirl.ie](mailto:susan.finnerty@mhcirl.ie) t: 087 244 4575

If you have a general query relating to the inspections please email [inspectorateadmin@mhcirl.ie](mailto:inspectorateadmin@mhcirl.ie), for all other general queries please email [compliance@mhcirl.ie](mailto:compliance@mhcirl.ie).

**Appendix II: Table of Standard Quality and Safety Notification Requirements**

Notification Type	Service Type	Timeframe
<b>Child Notifications</b>		
Admission and discharge of a child to a child or adolescent unit	CAMHS approved centres <sup>1</sup>	Within 72 hours
Admission and discharge of a child from an adult unit	Adult approved centres <sup>1</sup>	Within 72 hours
<b>Death Notifications</b>		
Death of a resident	All approved centres	Within 48 hours
Sudden and unexplained death of a service user	All mental health services	Within 7 days
<b>Incident Reporting and SRE Notifications</b>		
Summary of incidents	All approved centres	6 monthly
Serious Reportable Event involving a resident	All approved centres	Within 48 hours
Serious Reportable Event involving a service user	All mental health services	Within 7 days
<b>Overcapacity</b>		
Overcapacity notification	All approved centres	Within 48 hours
<b>Operational Bed Capacity</b>		
Change in Operational Bed Capacity	All approved centres	2 weeks prior to planned works
<b>ECT Notifications*</b>		
Annual report of all uses of ECT	All approved centres	Annually
Uses of ECT where resident was unable to consent [Form 16]	All approved centres	Within 7 days
<b>Restrictive Practices</b>		
Seclusion of a resident over 72 hours	All approved centres	Within 7 days
Seclusion of a resident seven orders in seven days	All approved centres	Within 7 days
Annual report of all uses of Seclusion	All approved centres	Annually
Annual report of all uses of Mechanical Restraint	All approved centres	Annually
Annual report of all uses of Physical Restraint	All approved centres	Annually

<sup>1</sup> Includes child units in any Approved Centre; CAMHS = Child and Adolescent Mental Health Service