

***Form A2: Specialised Services Indicators***

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## ***Reporting Requirements***

The Department conducts an annual survey of specialised services in hospitals in order to provide information to the Australian Institute of Health and Welfare. In the past, this information has been collected by Excel spreadsheet but for the 2000/01 financial year, it will be collected through AIMS. Hospitals are to complete the return to cover specialised services available in July 2000.

## **Return of Forms**

Hospitals are expected to send electronic data to the Department with the first transmission of data for the financial year. This return will need to be resubmitted if the hospital reregisters as a new agency.

Hospitals in the metropolitan regions are to send an export file to the Department using one of the following methods:

- email at the address *aimsmail@aims.dhs.vic.au*
- diskette: send to AIMS Collection Officer, Management Information Unit, Acute Health Division, 4/555 Collins Street, Melbourne, 3000, or
- modem: contact Management Information Unit Helpline 9616 8595 to obtain the modem number.

Rural hospitals are to submit electronic data to their Regional Office.

*Printouts of the original signed forms must be retained by the hospital and be available to officers of the Department upon request.*

## ***Instructions for Completing Form A2***

### ***Obstetric/Maternity Services***

A specialised facility dedicated to the care of obstetric / maternity patients.

### ***Specialist Paediatric Services***

A specialised facility dedicated to the care of children aged 14 or less.

### ***Psychiatric Unit/Ward***

A specialised unit / ward dedicated to the treatment and care of admitted patients with psychiatric, mental, or behavioural disorders.

### ***Intensive Care Unit (Level 3)***

A specialised facility dedicated to the care of paediatric and adult patients requiring intensive care and sophisticated technological support services.

### ***Hospice Care Unit***

A facility dedicated to the provision of palliative care to terminally ill patients.

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***Nursing Home Care Unit***

A facility dedicated to the provision of nursing home care.

***Geriatric Assessment Unit***

Facilities dedicated to the Commonwealth-approved assessment of the level of dependency of (usually) aged individuals either for purposes of initial admission to a long-stay institution or for purposes of reassessment of dependency levels of existing long-stay institution residents.

***Domiciliary Care Service***

A facility/service dedicated to the provision of nursing or other professional paramedical care or treatment and non-qualified domestic assistance to patients in their own homes or in residential institutions not part of the establishment.

***Alcohol and Drug Unit***

A facility/service dedicated to the treatment of alcohol and drug dependence.

***Acute Spinal Cord Injury Unit***

A specialised facility dedicated to the initial treatment and subsequent ongoing management and rehabilitation of patients with acute spinal cord injury, largely conforming to Australian Health Minister's Advisory Council guidelines for service provision.

***Coronary Care Unit***

A specialised facility dedicated to acute care services for patients with cardiac diseases.

***Cardiac Surgery Unit***

A specialised facility dedicated to operative and peri-operative care of patients with cardiac disease.

***Acute Renal Dialysis Unit***

A specialised facility dedicated to dialysis of renal failure patients requiring acute care.

***Maintenance Renal Dialysis Unit***

A specialised facility dedicated to maintenance dialysis of renal failure patients. It may be a separate facility (possibly located on hospital grounds) or known as a satellite centre or a hospital-based facility but is not a facility solely providing training services.

***Burns Unit (Level 3)***

A specialised facility dedicated to the initial treatment and subsequent rehabilitation of the severely injured burns patient (usually >10 per cent of patients body surface affected).

***Major Plastic/Reconstructive Surgery Unit***

A specialised facility dedicated to general purpose plastic and specialised reconstructive surgery, including maxillofacial, microsurgery and hand surgery.

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***Oncology (Cancer Treatment) Unit***

A specialised facility dedicated to multidisciplinary investigation, management, rehabilitation and support services for cancer patients. Treatment services include surgery, chemotherapy and radiation.

***Neonatal Intensive Care Unit (Level 3)***

A specialised facility dedicated to the care of neonates requiring care and sophisticated technological support. Patients usually require intensive cardiorespiratory monitoring, sustained assistance ventilation, long-term oxygen administration and parenteral nutrition.

***In-Vitro Fertilisation Unit***

A specialised facility dedicated to the investigation of infertility provision of in-vitro fertilisation services.

***Comprehensive Epilepsy Centre***

A specialised facility dedicated to seizure characterisation, evaluation of therapeutic regimes, pre-surgical evaluation and epilepsy surgery for patients with refractory epilepsy.

***Transplantation Unit***

A specialised facility dedicated to organ retrieval, transplantation and ongoing care of the transplant recipient.

- bone marrow
- renal
- heart, including heart-lung
- liver
- pancreas

***Clinic Genetics Unit***

A specialised facility dedicated to diagnostic and counselling services for clients who are affected by, at risk of or anxious about genetic disorders.

***Sleep Centre***

A specialised facility linked to a sleep laboratory dedicated to the investigation and management of sleep disorders.

***Neurosurgical Unit***

A specialised facility dedicated to the surgical treatment of neurological conditions.

***Infectious Diseases Unit***

A specialised facility dedicated to the treatment of infectious diseases.

***AIDS Unit***

A specialised facility dedicated to the treatment of AIDS patients.

***Diabetes Unit***

A specialised facility dedicated to the treatment of diabetics.

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***Rehabilitation Unit***

Dedicated units within recognised hospitals which provide post-acute rehabilitation and are designed as such by the State health authorities.

***Signature of Chief Executive Officer and Date***

The hospital's Chief Executive Officer should sign and date each form submitted, acknowledging the data contained on the form and the accuracy of these data.