Neami National Blackburn Project (Updated for EMHSCA May 2017)

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| Glossary and Acronyms | **2017** |
| -Neami National-Whitehorse Community Health Service-Eastern Health – Koonung Continuing Care Services-Eastern Health - Alcohol and Drug Services**The Aim** of this document is to classify the terms and the acronyms used widely within the Neami Blackburn, Koonung Mental Health Centre, Whitehorse Community Health Service and Eastern Health Drug and Alcohol Service. The purpose of this document is; 1. To explain any terminology which may or may not be familiar to the reader
2. Easily accessible booklet for new and current staff with adequate information of Acronyms and Glossary from the above mentioned organisations.
3. To improve time management.
4. To avoid confusion and thereby improving quality of service provided to the consumers and organisations.
5. To be used as a working document and terms be added as necessary.

Aalia Mohamed Irfan Khan Student - 17816131Occupational TherapyLa Trobe University. |  |

1. Neami National – Acronyms

|  |  |
| --- | --- |
| AOD  | Alcohol and Other Drugs |
| AIMhi | Integrated Mental Health Initiative  |
| ASSIST | Alcohol Smoking Substance Involvement Screening Tool |
| ASIST | Applied Suicide Intervention Skills Training |
| BASIS 32 | Behavioural and Symptom Identification Scale |
| BHEPS  | Box Hill Early Psychosis Service  |
| CALD  | Culturally and Linguistically Diverse |
| CATT  | Crisis Assessment and Treatment Team |
| CCT  | Continuing Care Team |
| CCU  | Community Care Unit |
| CHL  | Community Housing Limited |
| CRM | Collaborative Recovery Model |
| CRSW  | Community Rehabilitation & Support Worker |
| DDx | Dual Diagnosis |
| D2DL  | Day to Day Living |
| DSP | Disability Support Pension |
| EDVOS  | Eastern Domestic Violence Outreach Service |
| HBOS  | Home Based Outreach Service |
| HASI  | The Housing and Accommodation Support Initiative |
| HACC  | Home and Community Care |
| MIF | Mental Illness Fellowship |
| PHaMS  | Personal Helpers and Mentors Program |
| PD | Professional Development |
| MHCSS | Mental Health Community Support Service |
| RRSP  | Recovery and Resource Services Program |
| SRS | Supported Residential Service |
| THM | Transitional Housing Managers |
| VMIAC | Victoria Mental Illness Awareness Council |
| NYCH | National Youth Coalition for Housing |

Neami National- Others general acronyms

|  |  |
| --- | --- |
| ACT | Acceptance and Commitment Therapy |
| ADL | Activities of Daily Living (can be: Personal/ PADL’s or Domestic /DADL’s or Community /CADL’s |
| AMPS | Assessment of Motor & Process Skills (O/T Ax tool) |
| ANMF | Australian Nursing & Midwives Federation |
| AMHS | Area Mental Health Service |
| ARAFEMI | Association of Relatives and Friends of the Emotionally & Mentally Ill |
| ARC | Australian Research Council |
| ATOR | At Time Of Report |
| BIST | Behavioural Intervention Support Team |
| BPD | Borderline Personality Disorder |
| BPAD | Bipolar Affective Disorder |
| CAMHS | Child /Adolescent Mental Health Services (no longer used/ refer CYMHS) |
| CBT | Cognitive Behaviour Therapy |
| CMHC | Community Mental Health Clinic |
| CYMHS | Child Youth Mental Health Service |
| COS | Change of Shift |
| CRAM | Clinical Risk Assessment and Management |
| CRCCU | Canterbury Road Community Care Unit |
| CROP | The Community Recreation Outreach Project (A Boroondara Council initiative) |
| CM | Case Manager |
| CMT | Case Management Team |
| CTO | Community Treatment Order |
| DACSA | Domestic And Community Skills Assessment (OT Ax Tool) |
| DBT | Dialectical Behaviour Therapy |
| DHHS | Department of Health and Human Services |
| DSH | Deliberate Self Harm |
| DSP | Disability Pension Support |
| DSS | Disability Support Scheme/ Department of Social Security |
| EACH | Eastern Access Community Health  |
| ECT | Electro Convulsive Therapy |
| EEG | Electro Encephalograph |
| ECG | Electrocardiograph  |
| ECHO | Echocardiogram |
| EDAS | Eastern Drug and Alcohol Services |
| EDM | Early Discharge Management  |
| ETOH | Alcohol |
| FAPMI | Families and parents with mental illness |
| FTD | Formal Thought Disorder |
| FOC | Focus of Care |
| HACSU | Hospital and Community Services Union |
| HONOS | Health of the Nation Outcomes Scales |
| Hx | History |
| IECHS | Inner East Community Health Service |
| IPU | In Patient Unit (Upton House, IPU1, IPU2) |
| IPRSS | Individual Psychosocial Rehabilitation and Support Service |
| IRP | Individual Recovery Plan (replaces ISP “Individual Service Plan”) |
| IVO | Intervention Order |
| KK meals | Katrina’s Kitchen Meal (used CRCCU only) |
| LSP 16 | Life Skills Profile |
| MSE | Mental Status Examination |
| MACNI | Multiple and Complex Needs Initiative |
| MAICD | Member of the Australian Institute of Company Directors |
| MBCT | Mindfulness Based Cognitive Therapy |
| MHCA | Mental Health Council of Australia |
| MHAPD | Mental Health Accommodation Pathway at Discharge |
| MHT | Mental Health Tribunal |
| MIF | Mental Illness Fellowship |
| MSTS | Mobile Support and Treatment Services |
| Mx | Medication Management |
| NDIS | National Disability Insurance Scheme |
| NGO | Non-Government Organisation |
| OCAIRS | Occupational Circumstances Assessment Interview Rating Scale |
| OH&S | Occupational Health and Safety |
| OOA | Out of Area |
| OOH | Office of Housing |
| OT | Occupational Therapy |
| PARCS | Prevention and Recovery Centre Service |
| PD | Personality Disorder (usually referred to as BPD) |
| PHAMS | Personal Helpers & Mentor Program |
| PBS | Pharmaceutical benefit Scheme |
| PJC | Peter James Centre (Eastern Health’s Aged Care Facility) |
| PRN | (pro re nata/Latin) “As needed”/ pertaining to medication (usually) |
| PTSD | Post-Traumatic Stress Disorder |
| PIR | Partners in Recovery |
| RDNS | Royal District Nursing Service |
| RCTO | Revoked Community Treatment Order |
| RIB | Rest in Bed |
| Rx | Treatment |
| SAD | Schizo-Affective Disorder |
| SECU | Secure Extended Care Unit (@ Austin Hosp.) |
| SRS | Supported Residential Service |
| Sx | Symptoms |
| THC | Tetrahydrocannabiol/ Chemical term for Marijuana (& derivative) |
| TOR | Time of Return a.k.a. Time of Report |
| Tx | Treatment |
| UDS | Urine Drug Screen |
| VATMI | Victorian Aid to the Mentally Ill |
| VCAT | Victorian Civil Administrative Tribunal |
| WRAP | Wellness Recovery Action Plan  |
| YAMHS | Young Adult Mental Health Service |

1. Whitehorse Community Health Service- Acronyms

|  |  |
| --- | --- |
| BoM | WCHS Board of Management |
| CAG(s) | WCHS Community Advisory Groups(s) |
| CEO | WCHS Chief Executive Officer |
| CHOPER  | Community Health Outreach Program Eastern Region (WCHS program) |
| CoW  | City of Whitehorse |
| CPN | Clinical Placement Network |
| CQI | Continuous Quality Improvement |
| CSM  | WCHS Corporate Services Manager (now called General Manager Corporate Services) |
| EMR | Eastern Metro Region |
| EMR DISC  | Eastern Metro Region Diabetes Initiatives Steering Committee (formally EMR DSIG –group) |
| EMROHN  | Eastern Metro Region Oral Health Network |
| FASA  | Funding and Service Agreement |
| FO  | WCHS Finance Officer |
| FYI | For Your Information (WCHS staff newsletter) |
| GDCD  | *Goal Directed Care Planning* |
| GLC  | Good Life Club (WCHS program) |
| GLG | WCHS Good Life Gym |
| GMCS/SS  | WCHS General Manager Corporate Services/ Support Services |
| GMHD  | WCHS General Manager Health Development |
| GMPHC | WCHS General Manager Primary Health Care |
| GMSD | WCHS General Manager Service Development (formally SPM) |
| HAT | WCHS Health Access Team |
| HDM  | WCHS Health Development Manager (now called General Manager Health Development |
| HPWG  | WCHS Health Promoting Workplace Group |
| HR | Human Resources |
| HRO  | WCHS Human Resources Officer |
| ICC  | Integrated Care Coordinator |
| ICR | Integrated Care Response |
| ICT | Information Communications Technology |
| IDEAS | Integrated Diabetes Education & Assessment Services |
| IECP | Inner East Primary Care Partnership |
| IHP | Integrated Health Program |
| IHPP | WCHS Integrated Health Promotion Plan |
| ITO | WCHS Information Technology Officer |
| Men’s Shed | WCHS Men’s Health program |
| MMC | Men Making Change Program |
| MT | WCHS Management Team (formal executive forum & procedure –approval body) |
| NSP | WCHS Needle Syringe Program |
| OHS | Occupational Health and Safety  |
| OS | WCHS Operational System (re WCHS procedures) |
| OT | Occupational Therapy |
| PAID | Problem Area in Diabetes (standardized assessment tool) |
| PDs | WCHS Position Descriptions (staff)  |
| PHCM | WCHS Primary Health Care Manager |
| PHCR | Primary Health Care Review |
| PHE | Public Housing Estate |
| PHM | WCHS Primary Health Manager |
| PROV | Public Records Office Victoria |
| QAP | Quality Awards Partners (distributor of QAP- Health Legal compliance software) |
| QM | WCHS Quality Manager |
| QC | WCHS Quality Coordinator |
| RMAD | Residents Making a Difference (WCHS program) |
| Salpac | WCHS Salary packaging contractor |
| SDS | WCHS Service Delivery System (re WCHS procedures) |
| SPOT | Speech and Occupational Therapist |
| WCHS | Whitehorse Community Health Service |
| WGLC | WCHS Good life Club (WCHS Program) |
| WHET | WCHS Eco Action Team (non-current) |
| Woogle | WCHS’s intranet |

Whitehorse Community Health Service- Other general acronyms

|  |  |
| --- | --- |
| AAQHC | Australian Association Quality Health Care |
| ACHSM | Australian College of Health Service Management |
| AHRI | Australian Human Resources Institute |
| ANEX | Australian Needle & Syringe Association |
| AOD | Alcohol and Other Drugs |
| ASIC | Australian Securities & Investments Commission |
| ATSI | Aboriginal and Torres Strait Islander |
| ASM | Active Service Model |
| BHI | Box Hill Institute |
| CALD  | Culturally and Linguistically Diverse |
| CATT  | Crisis Assessment and Treatment Team |
| DH or DoH | Victorian Department of Health |
| DHS | Victorian Department of Human Services |
| DHSV | Dental Health Services Victoria |
| DOHA | Commonwealth Department of Health and Ageing |
| DPCD | Victorian Department of Planning and Community Development |
| ED | Emergency Department |
| EFT | Equivalent (effective) Full time (staff) |
| EICD | Early Intervention in Chronic Disease |
| FOI | Freedom of Information |
| FV | Family Violence |
| GP | General Practitioner |
| HACC  | Commonwealth Home and Community Care |
| HARP  | Hospital Admission Risk Program |
| HMS | Health Management System |
| HP | Health Promotion |
| INI | Initial Needs Identification |
| IT | Information Technology |
| LGA | Local Government Area |
| MEGPN | Melbourne East General Practice Network |
| MOU(s) | Memorandum of Understanding |
| NADRASCA | A disability services Organisation |
| Q&R | Quality and Risk (committee) |
| RDNS | Royal district Nursing Service |
| R&A | Risk and Audit (sub-committee) |
| RM | Risk management |
| SC | Service Coordination |
| SCTT | Service Coordination Tool Templates (Victorian Government standardized set of tools available in print and embedded into the TrakCare system) |
| SEIFA | Socio-economic Indexes for Areas |
| SPM | Strategic Projects Manager |
| Titanium | Victorian Government standard client database system for storing and accessing oral health records |
| Trakcare | Victorian Government standard client management system for storing and accessing information and records (non-Oral Health) |
| UR (number) | Unique Record number |
| VAADA | Victorian Alcohol and Drug Association |
| VAGO | Victorian Auditor General Office |
| VHA | Victorian Health Care Association |
| VHIA | Victorian Hospitals Industry Association |
| VHIMS | Victorian Health Incident Management System |
| VMIA | Victorian Managed Insurance Authority |
| WHO | World Health Organisation |
| WWCC | Working with Children Check |

1. Eastern Mental Health Services

|  |  |
| --- | --- |
| MSTS/T |  Mobile Support and Treatment Service/Team |
| CATT | Crisis Assessment and Treatment Team |
| CCT | Continuing Care Team (Clinics) |
| CYMHS | Child & Youth Mental Health Service |
| ECRU | Eastern Clinical Research Unit  |
| ECT | Electro Convulsive Treatment |
| FaPMI | Families Where a Parent has a Mental Illness  |
| MHCC | Mental Health Complaints Commissioner |
| MSTS | Mobile Support and Treatment Service |
| OT | Occupational Therapy |
| TTO | Temporary Treatment Order |
| VMIAC | Victorian Mental Illness Awareness Council |
| BIT | Brief Intervention Team |
| PAPU | Psychiatric Assessment & Planning Unit |
| CCU | Community Care Unit |
| PJC | Peter James Centre |
| ACAT | Aged Care Assessment Team |
| PARC  | Prevention and Recovery Centre |
| AIPU | Adolescent In-Patient Unit |
| EPT | Early Psychosis Team |

1. Turning Point Eastern Treatment Service (TPETS)

|  |  |
| --- | --- |
| AA | Alcoholics Anonymous |
| ABI | Acquired Brain Injury |
| ACT | Acceptance and Commitment Therapy |
| ADCA  | Alcohol and other Drugs Council of Australia  |
| ADF | Australian Drug Foundation |
| AOD | Alcohol and Other Drugs |
| ARC | Action for Recovery  |
| BPD | Borderline Personality Disorder  |
| CALDSUMHR | Culturally and Linguistically Diverse Substance Use and Mental Health Resource |
| CATT  | Crisis Assessment and Treatment Team |
| CBT | Cognitive Behavioural Therapy |
| CCO | Community Corrections Officer |
| CDM | Chronic disease management |
| CPR | Cardiopulmonary Resuscitation |
| DACAS | Drug and Alcohol Clinical Advisory Service |
| DOH | Department of Health |
| EDAS | Eastern Drug and Alcohol Service |
| FDH | Family Drug Help  |
| IECHS | Inner East Community Health Service |
| LSD | Lysergic acid diethylamide |
| MAP | Media Awareness Project  |
| MDMA | 3,4-methylenedioxy-N-methylamphetamine |
| MI | Motivational Interviewing |
| MSE | Mental State Examination  |
| NIDS | National Illicit Drug Strategy  |
| NSP | Needle Syringe Programs |
| SHARC | Self Help Addiction Resource Centre |
| YSAS | Youth Substance Abuse Service  |