

Clozapine Start, Transfer and Discharge Guideline

1. The physician will obtain **informed consent** from client and share information with their family/support.

If clozapine is **started at MHT/EPI/ACT**, go to step 2. If started in **hospital or by a previous team**, go to step 3.

If clozapine is started in **collaboration with Richmond AHBT**, go to step 4.

2. Clozapine initiation at MHT/EPI/ACT

Tasks	Role	Completed ✓
Clozapine registration (complete physician section)	Case manager Physician	<input type="checkbox"/>
Complete lab requisition or order pre-signed lab requisition	Physician	<input type="checkbox"/>
TOP Screen & Manage Tool	Physician + case manager	<input type="checkbox"/>
Plan monitoring scheduling for Clozapine Vital and Adverse Effects Monitoring Sheet	Physician + nurse	<input type="checkbox"/>
Fax lab requisition to LifeLabs, fax/finalize clozapine registration form to clozapine company, send Primary Care Provider the Clozapine Vital and Adverse Effects Monitoring Sheet and Important Information Regarding Your Client on Clozapine Titration	Any role	<input type="checkbox"/>

3. Clozapine transfer to MHT/EPI/ACT

Tasks	Role	Completed ✓
Clozapine registration (complete physician section)	Case manager Physician	<input type="checkbox"/>
Complete lab requisition or order pre-signed lab requisition	Physician	<input type="checkbox"/>
Fax lab requisition to LifeLabs + fax/finalize clozapine registration form to clozapine company	Case manager	<input type="checkbox"/>

4. Clozapine introduction with Richmond AHBT (as per AHBT checklist) for EPI only

Tasks	Role	Completed ✓
Contact AHBT to assess wait time	Case manager	<input type="checkbox"/>
Contact the AHBT team to discuss targeted clozapine dose + recommendations	Physician	<input type="checkbox"/>
Have the client complete the initial laboratory investigations (hematology profile, BUN, creatine, electrolytes, AST, ALT, GGT, Alkaline Phosphatase, random blood glucose, ECG) + include weekly CBC, CRP and troponin levels	Physician	<input type="checkbox"/>
AHBT referral form completed and faxed	Case manager	<input type="checkbox"/>
Contact the AHBT team to discuss the referral and send Primary Care Provider the Clozapine Vital and Adverse Effects Monitoring Sheet and Important Information Regarding Your Client on Clozapine Titration	Case manager	<input type="checkbox"/>

5. Discharge of client on clozapine to their Primary Care Provider or new MHT or ACT

Tasks	Role	Completed ✓
Phone call between EPI physician and MHT/ACT physician or primary care provider	Physician	<input type="checkbox"/>
Initiate the registration form (complete physician section)	Case manager Physician	<input type="checkbox"/>
Send the primary care provider/ new MHT or ACT: - termination summary (completed by physician and case manager) -med reconciliation - clozapine registration form - information for what to do if a consult is needed + provide Important Information Regarding Your Client on Clozapine Titration	Case manager	<input type="checkbox"/>