

SBCR 2/3/2856/96

9 March 2004

Legislative Council Secretariat  
3/F., Citibank Tower  
3 Garden Road  
Hong Kong  
(Attn: Mr Raymond LAM)

Dear Mr Lam,

**Report of the Special Task Group set up  
in relation to the death of an inmate  
in Siu Lam Psychiatric Centre in November 2001**

----- I refer to your letter of 6 February 2004 and would like to  
provide the Administration's response to item 9 of the list of follow-up  
actions as attached.

2. Separately, during Hon. LO Wing-lok and Hon. MAK Kwok-  
fung's visit to Siu Lam Psychiatric Centre (SLPC) on 20 February 2004, the  
Senior Superintendent of SLPC has made a presentation on progress made  
on implementing the recommendations of the captioned report. The  
Honourable Members suggested that the presentation material could be  
----- circulated to other Members of the Panel on Security and Panel on Health  
Services for information. In this connection, a copy of the presentation  
material is also attached for your necessary action.

Yours sincerely,

( Miss Ida LEE )  
for Secretary for Security

c.c. C of CS (Attn: Mr KWOK Leung-ming)

**Report of the Special Task Group set up  
in relation to the death of an inmate  
in Siu Lam Psychiatric Centre in November 2001**

**Administration's Response  
to issues raised at the meeting on 8 January 2004**

**(a) Statistic about inspections of SLPC by the Superintendent of the Quality Assurance (QA) Division of the Correctional Services Department.**

As in the case of other penal institutions, the QA Division conducts the following types of inspections at SLPC:

- i) 5-yearly full inspection (conducted in 1998 and 2003)
- ii) Thematic inspections (conducted in May 1997, Feb 2001, March 2002 and Feb 2003)
- iii) Unannounced inspections conducted as directed by Assistant Commissioner (QA)
- iv) Surprise visits during festival seasons (4 visits conducted in 2002 and 2003)

**(b) Information on the projected and actual penal population, staff strength and the number of frontline staff who possessed psychiatric nursing training between 1995 and 2003 in SLPC.**

- (i) Information on the actual penal population of SLPC is given in the table below. No projection on the penal population of individual institutions has been made.

<b>Average Daily Population of SLPC, 1995 - 2003</b>	
<b>Year</b>	<b>Population</b>
1995	268
1996	268
1997	238

1998	269
1999	252
2000	235
2001	245
2002	232
2003	234

- (ii) Information on strength of disciplined staff of SLPC and those who possessed psychiatric nursing training is given in the table below

Staff	Year	1.4.1995	31.12.2003
Number of staff		200	221
Number of staff with psychiatric nursing qualification		74	107

- c) **The Reception Health Screen Form A and Form B referred to in paragraph 7 of the Administration's Paper.**

A copy each of the Reception Health Screen Form A and Form B is attached.

- d) **A response on the suggestion of making it a standard procedure to conduct blood glucose test on all newly admitted remands/prisoners who could not excrete urine.**

It is already a standard procedure for blood glucose test to be conducted on all newly admitted remands/prisoners who could not excrete urine as indicated by the Medical Officer.

**Recommendations made by**  
**Special Task Group**

**(pertaining to the Death of an inmate  
DAR 21341/01 CHEUNG Chi-kin)**

檔案一

檔案二

檔案三

檔案四

## Introduction

Subsequent to the death of the deceased CHEUNG Chi-kin in Siu Lam Psychiatric Centre (SLPC) on 19.11.2001, a Special Task Group was appointed by the Commissioner of Correctional Services on 22.10.2002. Consequently, the Special Task Group made 34 recommendations to enhance the services of SLPC.





## **Recommendations / Actions**



### **10.1**

**To rotate where possible the Medical Officer's postings regularly to allay concerns that they might be staying in a particular institution for too long.**

**The posting policy of the MOs has been discussed and agreed with in the Medical Services Committee meeting held on 24.01.2003. HQs Memo Ref. (22) in CSDCR 1-58-14/1 dated 10.02.2004 refers.**



## **Recommendations / Actions**

### **10.2**

**To benchmark the practices, procedures and service standard of mental hospitals for the SLPC where appropriate.**

**Psychiatric Nursing Practice Liaison Group comprising member(s) from Hospital Authority and Correctional Services has been set up in December 2003 to enhance the service standard of SLPC. The first Liaison Group meeting was convened on 31.12.2003. Meanwhile, orientation visits to Castle Peak Hospital were arranged for Officers & above of SLPC on 12.02.2004 and 19.02.2004 respectively.**



## **Recommendations / Actions**

### **10.3**

**To pursue regular review of the nursing power in the SLPC and its overall service quality by external authorities.**

**The review of nursing manpower for SLPC will be conducted in the Year of 2005. HQs Memo Ref. (22) in CSDCR 1-58-14/1 dated 10.02.2004 refers.**

### **10.4**

**To seek external accreditation of the SLPC services by local or overseas professional associations.**

**The Royal College of Psychiatry used to visit SLPC every 2 to 3 years and its last visit to SLPC was made in November 2002. The College will be invited to comment on the services provided in SLPC during their next visit to Hong Kong. HQs Memo Ref. (22) in CSDCR 1-58-14/1 dated 10.02.2004 refers.**





## **Recommendations / Actions**

### **10.5**

**To use the proper terminology whenever injectable tranquilizers is being used and referred to.**

**HQs' Instruction 1/2003 dated 22.01.2003 refers.**

**HOI Procedure 7003.01 (Para. 4.9) refers.**

### **10.6**

**To strengthen the recording system in the use of injectable tranquilizers as in the case of Dangerous Drugs**

**HQs' Instruction 3/2003 dated 29.01.2003 refers.**

**HOI Procedure 7003.01 (Para. 6.3) refers.**



## **Recommendations / Actions**



### **10.7**

**To adopt the practice of having two nursing staff sign on the patient's medical record to corroborate the dosage and condition of use whenever injectable tranquilizers is prescribed.**

**HQs' Instruction 3/2003 dated 29.01.2003 refers.**

**HOI Procedure 7003.01 (Para. 4.7) refers.**



## **Recommendations / Actions**

### **10.8**

**To ensure the verbal order given by Medical Officer be recorded precisely in medical record and the order has been recited to the Medical Officer who should sign against the entries upon his subsequent visit.**

**HQs' Instruction 3/2003 29.01.2003 refers.**

**HOI Procedure 7003.01 (Para. 2.6) refers.**

### **10.9**

**Proper maintenance and ensuring of all records including medical records, medicine issue records and injection records be signed correctly.**

**HQs' Instruction 3/2003 dated 29.01.2003 refers.**

**HOI Procedure 7003.01 (Para. 4.10) refers.**

**CO(Ops.) will conduct surprise check on the records at least once a month.**



## **Recommendations / Actions**



### **10.10**

**Medical Officer should refrain from giving verbal orders if they have not attended to the patients before, in particular in the use of injectable tranquilizers.**

**HQs' Instruction 10/2002 dated 13.12.2002 refers.**

### **10.11**

**Make use of mechanical restraint in dealing with violent and agitated inmate.**

**Prison Rules 67**

**HQs' Instruction 10/2002 dated 13.12.2002 refers.**

**HOI Procedure 7003.01 (Para. 2.2) refers.**

## **Recommendations / Actions**

### **10.12**

**In the use of mechanical restraint, immediate notice has to be given to the Medical Officer who is away from the institution.**

### **10.13**

**To pursue external accreditation such as ISO certification as a means of external auditing and control of procedures and documentation.**

**Prison Rules 67**

**HQs' Instruction 10/2002 dated 13.12.2002 refers.**

**25 staff members attended the 5-day ISO training course. Preparatory work to obtain the ISO Certification on the scope of the Drug Administration System in SLPC is in progress.**

## **Recommendations / Actions**

### **10.14**

**To adopt the newly formatted "Prescription and Medicine Issue Record" for use in SLPC and other penal institutions.**

**The HQs Memo Ref. (8) in CSD GEN 71-20-26 Pt. 6 dated 31.12.2002 refers.**

### **10.15**

**The used up record sheet be filed into inmate's medical record for future reference.**

**The HQs Memo Ref. (8) in CSD GEN 71-20-26 Pt. 6 dated 31.12.2002 refers.**

**HOI Procedure 7003.01 (Para. 4.10) refers.**

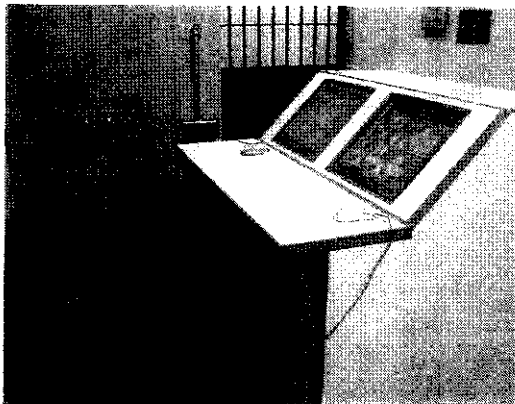
## Recommendations / Actions

### 10.16

To maintain a list of sample initial/signatures of all nursing staff and the list shall be reviewed in every 6 months.

### 10.17

The analogue system be progressively replaced by digital system.



HQs' Instruction 3/2003 dated 29.01.2003 refers.

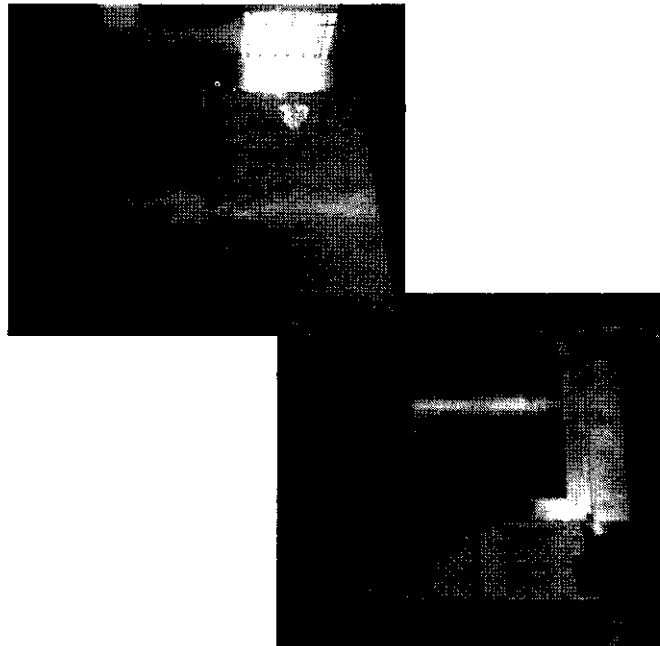
HOI Procedure 7003.01 (Para. 4.5) refers.

The first phase (for Block E) was completed in April 2003. The second phase of the improvement work of Digital CCTV system (for the old Blocks, i.e. Block A, B, C, & D) would be completed by April 2004.

## Recommendations / Actions

10.18

Spare VCRs and DVRs will be provided for use in the penal institutions for back-up data storage.



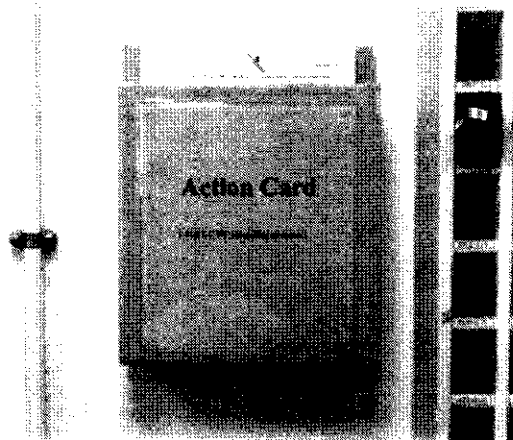
Digital CCTV System for the first Phase was completed in April 2003. The second Phase is in progress. 2 VCRs for use in Control Room to record the captured images retrieved from the Analogue Systems for A, B, C, D & E Block are maintained. Meanwhile, a spare VCR is available and ready for use in case of the sudden breakdown of the VCRs.



## Recommendations / Actions

10.19

To consolidate the current operational guidelines into Action Cards for easy reference by responsible staff.



HQs' Instruction 2/2003 dated 23.01.2003 refers.

HOI Procedure 2603.03 Appendices C1 to C8 refers.

## **Recommendations / Actions**

### **10.20**

**To adopt the 14-day data retention storage period as the standard for the existing analogue and future digital CCTV system.**

**HQs' Instruction 2/2003 dated 23.01.2003 refers.**

**HOI Procedure 2603.03 (Para. 3.1 vii and Para. 3.2 i) refers.**

### **10.21**

**To adopt a 14-time reusable limit for videotapes to achieve better replay effects.**

**HQs' Instruction 2/2003 dated 23.01.2003 refers.**

**HOI Procedure 2603.03 (Para. 3.1 iv) refers.**

**A record of disposal has been maintained by PO(S) for such purpose.**

## **Recommendations / Actions**

### **10.22**

**To provide comprehensive, continuous and well-thought-out training for selected staff.**

**HOI Procedure 2451.01 (Para. 2.7) refers.**

**HOI Procedure 2603.03 (Para. 6) refers.**

**Training course for operation of the Digital CCTV System was conducted on 28.01.2003.**

### **10.23**

**To work out comprehensive, procedural guidelines relating to the operation, monitoring and recording of digital CCTV system.**

**HQs' Instruction 2/2003 dated 23.01.2003 refers.**

**HOI Procedure 2603.03 (Para. 2 and Para. 3.2) refers.**

## **Recommendations / Actions**

### **10.24**

To give priority in the provision of a local digital CCTV monitoring system to back up the control system in specific locations for vulnerable prisoners.

The Local Monitoring Systems at Admission and Observation Unit and Female Ward were set up in February & December 2003 respectively and put into operation.

### **10.25**

To preserve at least 48 hours' recording prior to any particular incident.

HQs' Instruction 2/2003 refers.

HOI Procedure 2603.03 (Para. 3.1 ix & x and Para. 3.2 ii & iii) refers.

A record has been maintained for such purpose.

## **Recommendations / Actions**

### **10.26**

**To work out necessary provisions in the Service Level Agreement with EMSD prior to the operation of the new system.**

**The recommendation has been implemented by the Works & Planning Section of the Headquarters. HQs Memo Ref. (67) in CSD W & P 4-15-2 Pt.2 dated 10.02.2004 refers.**

### **10.27**

**To draw up detailed operational guidelines in relation to operation and security control of the digital CCTV system.**

**HQs' Instruction 2/2003 dated 23.01.2003 refers.**

**HOI Procedure 2603.03 (Para. 3.2, and 4) refers.**

**CO(SU) is the System Overseer and PO(S) is the System Security Officer.**

## **Recommendations / Actions**

**10.28**

To ensure that prisoners are medically examined by the Medical Officer prior to their transfer to SLPC.

HQs' Instruction 10/2002 dated 13.12.2002 refers.

**10.29**

To execute the transfer at appropriate times, not on Saturday afternoon, Sunday and General Holiday.

HQs' Instruction 10/2002 dated 13.12.2002 refers.

## **Recommendations / Actions**

### **10.30**

**The Medical Officer should review the old prescription of medical treatment of newly admitted inmate.**

**The issue was discussed and agreed at the Senior Medical Officers' Meeting held on 21.12.2002 (Para. 9) refers.**

**HOI Order 2405.06 (Para. 2.21 & 2.24) refers.**

**HOI Order 2405.07 (Para. 2.27 & 2.29) refers.**

**HOI Order 2406.03 (Para. 2.21 & 2.24) refers.**

**HOI Procedure 7003.01 (Para. 2.5) refers.**



## **Recommendations / Actions**

### **10.31**

**To provide discussion venues for the Psychiatrists, Medical Officers and nursing staff for sharing knowledge and experience.**

**Dr. YUEN Cheung-hang has been invited as a member of the Medical Services Committee since 24.01.2003 (Para. 5 & 6) refers.**

### **10.32**

**To incorporate the selected topics on nursing into In-service Training Programme.**

**HOI Procedure 2451.01 (Para. 2.6) refers.**

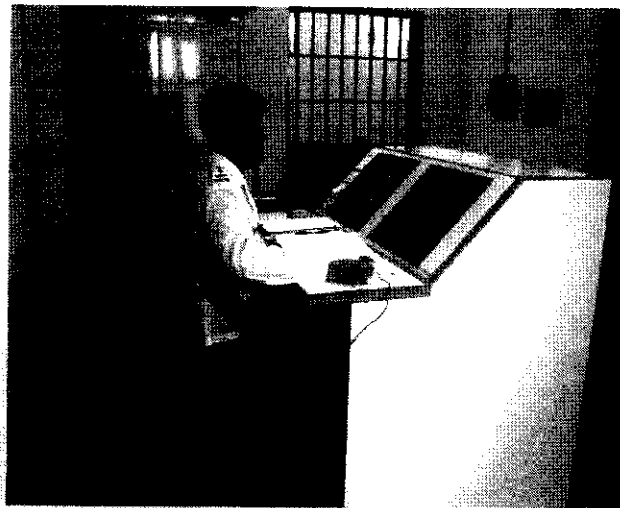


## **Recommendations / Actions**

### **10.33**

**To locate the CCTV console at AOU at suitable position for improving staff's surveillance.**

**Implemented. Enclosed with a digital photos for the CCTV console at AOU for reference please.**





## **Recommendations / Actions**

**10.34**

**To ensure the optimal temperature inside the single room at AOU.**

**HOI Procedure 4401.02 (Para. 2.3) refers.**

**Thank You!**