

## Weekly Monitoring of the MHA Checklist

The Care Quality Commission (CQC) visits all places where people are detained under the Mental Health Act. The aim of their visit is to ensure they protect the interests of people who are detained under the Act.

During visits commissioners will examine statutory documents relating to detention and treatment. The Trust has to register with the CQC from next year and compliance with required standards will be part of the assurance for this.

The checklist serves as a tool to maintain compliance with the statutory duties detailed in The Mental Health Act Code of Practice and this tool will serve to monitor compliance and provide information reportable to the MHA Committee.

***The duties highlighted in the checklist and monitoring tool aren't 'extra'. They are statutory responsibilities.***

- It is the responsibility of the Modern Matron to ensure this monitoring tool is completed every week. The Modern Matron for each area will report on the completed checks on a monthly basis to the Service Manager for that area. The Service Manager will provide a quarterly report to the Trust MHA Lead to be presented at the MHA Committee (sub committee of the Trust Board). There will also be spot checks completed by the Divisional Lead Nurse
- Numbers 1-10 relate to the number of beds on the ward. Please substitute the number for the initials of each service user and use additional sheets if your ward has more than 10 beds
- If each standard is met, place a tick in the box. If the standard is not met then place a cross in the box, as this will identify it as a deficit.
- Any deficits must include a narrative regarding to how and when this will be rectified. Include the name of the person responsible for addressing the deficit.
- All service managers must ensure Modern Matrons are aware of their responsibilities
- All Modern Matrons must ensure their Ward Managers and staff are aware of the MHA checklist and monitoring tool and understand their role in relation to the Mental Health Act.
- If a standard is not applicable, (i.e. the service user doesn't have leave), then put N/A in the box.

## MHA CHECKLIST MONITORING TOOL

\* **TO BE COMPLETED ON A WEEKLY BASIS**  
 \* **REPORT TO BE COMPLETED BY MODERN MATRON MONTHLY**

UNIT: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_  
 NUMBER OF BEDS: \_\_\_\_\_

WEEK COMENCING	PATIENTS									
	1	2	3	4	5	6	7	8	9	10
<b>S 58 - CONSENT TO TREATMENT / SECOND OPINION</b>										
Copy of the green MCA Form 2 in the ICR recording the capacity assessment by the RC for the T2 Consent to Treatment form										
The discussion between the SOAD and Statutory Consultee is recorded in the ICR										
There is a record of the feedback of the decision to the patient in the ICR										
A valid T2 or T3 in the ICR										
A copy of the valid T2 / T3 is attached to medication card										
A copy of the statutory Consultee form is attached to the medication card										
<b>ACTION PLAN FOR ANY DEFICITS (INC. TIME LIMITS, COMPLETED BY WHOM)</b>										
<b>SECTION 17 LEAVE</b>										
The s17 form is <b>fully</b> completed (including signed by the RC and the patient)										
There is a copy in the ICR										
The patient was given a copy of the form										
There is a valid leave care plan in the ICR										
Evidence of IMHA information given to patient										
The patient was given a copy of the leave care plan										
A risk assessment was completed prior to leave being taken										
Where appropriate MOJ approval needs to be attached to the leave form and filed next to the form in the ICR										
An up to date description of the patient is in the notes										
The outcome of the leave is recorded										
<b>ACTION PLAN FOR ANY DEFICITS (INC. TIME LIMITS, COMPLETED BY WHOM)</b>										

## MHA CHECKLIST MONITORING TOOL

WEEK COMENCING	PATIENTS									
	1	2	3	4	5	6	7	8	9	10
<b>SECTION 132 – PATIENT RIGHTS <i>(All rights should be given both orally and in writing)</i></b>										
The patient was informed of their legal rights using the Trust checklist and accompanying register of attempts on the following occasions (where applicable):										
As soon after the start of detention or SCT as possible										
On application to the Tribunal (checklist to be attached to nursing report)										
Prior to a Lay Manager hearing (checklist to be attached to nursing report)										
Treatment change										
CPA Review										
On consideration of or actual renewal or extension of detention										
CPA review										
At a <b>minimum</b> of 6month intervals if the above haven't occurred										
<b>Independent Mental Health Advocates (IMHAs)</b>										
The patient has been informed of their right to an IMHA										
The patient has taken up the IMHA service										
IMHA information is displayed on the ward										

**COMPLETED BY** \_\_\_\_\_

**DATE** \_\_\_\_\_

**\*Please send completed copies to the Modern Matron and retain a copy for ward records and CQC information.**