6 June

Private & Confidential

Dear

AMHP Approval Date

I am aware you have successfully completed the xxxxxxx Hertfordshire University AMHP Course. Congratulations on this achievement.

I am writing to inform you that your approval panel will be held on XXXXXXXXXXXXXXX at XXXXXXXXXXX at XXXXXXXXXXXXX. The submission date for your portfolio is XXXXXXXX.

In preparation for the approval panel, you will need to compile a portfolio demonstrating your Approved Mental Health Professional competence in compliance with the Mental Health (Approved Mental Health Professionals) (Approval) (England) Regulations 2008. I have emailed you the format but also enclosed with this letter. It is important to start work on this immediately, as copies will need to be sent to panel members prior to your approval panel meeting. This allows time for the portfolio to be sent back to you if additional material is needed for you to evidence the required competences at the panel meeting. Failure to submit the portfolio by the above date will result in the panel meeting being cancelled.

Portfolio Content

1. The first part should consist of a report outlining your approved mental health professional activity since completing the AMHP Course i.e. the number and range of AMHP assessments you shadowed between completing the AMHP course and approval: and why you wish to become an AMHP. Please place your professional registration number within this section

2. The second part should consist of the three Shadowed MHA assessments (copies of the MHA assessment reports), that you wish to present to the panel. One of these must be in a community setting. Please ensure the MHA
assessment reports are anonymous and do not include names, addresses and other identifying information. The MHA assessment reports need to be clearly legible for the AMHP Panel to read.

3. The third part should consist of your **AMHP course Certificate** and any AMHP CPD training (Certificates) **you may** have attended since completing the AMHP course.

4. The fourth part should consist of your attendance or intention to attend once approved **AMHP support groups** and **AMHP supervision**.

5. In the fifth part you will need to show evidence that your **Line Manger** supports you in the AMHP role once approved. This is evidenced by your Portfolio Report being **signed by your line manager** to confirm awareness of your commitment to practice as an AMHP on the AMHP rota.

Please note that your submitted work must be presented in a portfolio style format i.e. in a folder or bound with each part placed in separate divisions. Your portfolio cannot be faxed or emailed to The Gables. Three completed portfolios must be sent to xxxxxx for distribution to panel members. Candidate’s portfolios will not be tampered with once submitted. **Please ensure that service user, carer, nearest relative and other professional details are completely anonymous.**

Send the 3 portfolios, to arrive by XXXXX to XXXXXX.

The panel members at your meeting will be:

- Panel Chair:
- Panel member
- Panel member

Support

If you require support with collating the portfolio please contact your local area AMHP Hub Coordinator. Alternatively you can contact XXXXXXXXXXXXX.

Panel Process

The panel itself will last approximately one hour and aims to be constructive and involve you talking through the submitted case material and discussing with panel members a range of issues arising. The presented MHA assessment reports will be discussed, and assessed against the attached **AMHP Evaluation Criteria (Appendix 1a, which is Schedule 2 AMHP Regulations)** in order to consider all aspects of the AMHP role, including legislation and interpretation of the Act and your knowledge of codes of practice and other guidance. The panel will seek to explore with you your practice as an AMHP and the thinking and ideas underpinning the role.
Assessment process

The panel will assess AMHP competences via those set out in Appendix 1a.

Outcome of Panel

After the meeting the panel will adjourn to discuss and evaluate your portfolio and then invite you back to inform you of the panel’s approval decision. Approval is awarded for a period of five years. Approval will not be awarded if the panel conclude that you did not adequately evidence all the competences within the portfolio and/or during the panel discussions of the presented cases. In these circumstances you will not be approved and asked to complete additional work to present to the panel at a later date.

Identity cards

Please complete the attached (Approval Form (Appendix 2a) and take this to your approval panel for completion by the panel chair. When re-approval has been confirmed you will be issued with a new ID/Authorisation card.

Also enclosed is the (AMHP Contract of Services) which you will be asked to sign upon approval.

If you have any queries or concerns regarding the above or about any aspect of your approval, please contact XXXXXXXXXXXXX.

Yours sincerely
Appendix 1a

AMHP Approval Sheet

Name of AMHP –

Date of panel meeting –

Approval panel:

Schedule 1: Mental Health AMHP (Approval) (England) Regulations 2008

Is the person a registered professional under Schedule 1?
- Registered social worker
- Registered Nurse
- Registered Occupational Therapist
- Registered Psychologist

<table>
<thead>
<tr>
<th>Answer</th>
<th>Profession</th>
<th>Registry Body</th>
<th>Registration Number</th>
<th>Date of Registration</th>
</tr>
</thead>
</table>

Schedule 2: Mental Health AMHP (Approval) (England) Regulations 2008

Did the AMHP evidence the appropriate competences set out in Schedule 2?

Key Competence - Area 1: Application of Values to the AMHP Role

(a) the ability to identify, challenge and, where possible, redress discrimination and inequality in all its forms in relation to AMHP practice;

(b) an understanding of and respect for individuals’ qualities, abilities and diverse backgrounds, and is able to identify and counter any decision which may be based on unlawful discrimination;

(c) the ability to promote the rights, dignity and self-determination of patients consistent with their own needs and wishes, to enable them to contribute to the decisions made affecting their quality of life and liberty, and

(d) a sensitivity to individuals’ needs for personal respect, confidentiality, choice, dignity and privacy while exercising the AMHP role.

Competence met: Yes/No
Key Competence - Area 2: Application of Knowledge: The Legal and Policy Framework

(a) appropriate knowledge of and ability to apply in practice—

(i) mental health legislation, related codes of practice and national and local policy guidance, and

(ii) relevant parts of other legislation, codes of practice, national and local policy guidance, in particular the Children Act 1989(6), the Children Act 2004(7), the Human Rights Act 1998(8) and the Mental Capacity Act 2005(9);

(b) a knowledge and understanding of the particular needs of children and young people and their families, and an ability to apply AMHP practice in the context of those particular needs;

(c) an understanding of, and sensitivity to, race and culture in the application of knowledge of mental health legislation;

(d) an explicit awareness of the legal position and accountability of AMHPs in relation to the Act, any employing organisation and the authority on whose behalf they are acting;

(e) the ability to—

(i) evaluate critically local and national policy to inform AMHP practice, and

(ii) base AMHP practice on a critical evaluation of a range of research relevant to evidence-based practice, including that on the impact on persons who experience discrimination because of mental health.

(2) In paragraph (1), “relevant” means relevant to the decisions that an AMHP is likely to take when acting as an AMHP.

Competence met: Yes/No

Key Competence - Area 3: Application of Knowledge: Mental Disorder

(a) a range of models of mental disorder, including the contribution of social, physical and development factors;

(b) the social perspective on mental disorder and mental health needs, in working with patients, their relatives, carers and other professionals;

(c) the implications of mental disorder for patients, their relatives and carers, and

(d) the implications of a range of treatments and interventions for patients, their relatives and carers.

Competence met: Yes/No
Key Competence - Area 4: Application of Skills: Working in Partnership
(a) articulate, and demonstrate in practice, the social perspective on mental disorder and mental health needs;
(b) communicate appropriately with and establish effective relationships with patients, relatives, and carers in undertaking the AMHP role;
(c) articulate the role of the AMHP in the course of contributing to effective inter-agency and inter-professional working;
(d) use networks and community groups to influence collaborative working with a range of individuals, agencies and advocates;
(e) consider the feasibility of and contribute effectively to planning and implementing options for care such as alternatives to compulsory admission, discharge and aftercare;
(f) recognise, assess and manage risk effectively in the context of the AMHP role;
(g) effectively manage difficult situations of anxiety, risk and conflict, and an understanding of how this affects the AMHP and other people concerned with the patient’s care;
(h) discharge the AMHP role in such a way as to empower the patient as much as practicable;
(i) plan, negotiate and manage compulsory admission to hospital or arrangements for supervised community treatment;
(j) manage and co-ordinate effectively the relevant legal and practical processes including the involvement of other professionals as well as patients, relatives and carers, and
(k) balance and manage the competing requirements of confidentiality and effective information sharing to the benefit of the patient and other persons concerned with the patient’s care.

Competence met: Yes/No

Key Competence - Area 5: Application of Skills: Making and Communicating Informed decisions
(a) assert a social perspective and to make properly informed independent decisions;
(b) obtain, analyse and share appropriate information having due regard to confidentiality in order to manage the decision-making process including decisions about supervised community treatment;
(c) compile and complete statutory documentation, including an application for admission;
(d) provide reasoned and clear verbal and written reports to promote effective, accountable and independent AMHP decision making;
(e) present a case at a legal hearing;
(f) exercise the appropriate use of independence, authority and autonomy and use it to inform their future practice as an AMHP, together with consultation and supervision;

(g) evaluate the outcomes of interventions with patients, carers and others, including the identification of where a need has not been met;

(h) make and communicate decisions that are sensitive to the needs of the individual patient, and

(i) keep appropriate records with an awareness of legal requirements with respect to record keeping and the use and transfer of information.

Competence met: Yes/No

Does the AMHP's portfolio and presenting knowledge demonstrate?

1. AMHP is a registered professional set out in Schedule 1 AMHP Regulations (2008)

2. Competences set out in Schedule 2: AMHP Regulations (2008) including 5 (e) present a case at a legal hearing

Yes/No

COMMENTS

If answer No to above, please comment why the AMHP did not meet the requirements i.e.

1. AMHP is not a registered professional set out in Schedule 1 AMHP Regulations (2008)

2. Competences set out in Schedule 2 AMHP Regulations (2008) not demonstrated to panel. Significant gaps in the application of law, policy and AMHP values within the candidate's AMHP practice. For example lack of information gathering, illegal practice or failure to demonstrate a basic level of responsibility in relation to the AMHP role.

COMMENTS
Outcome

Approved for 5 years: Dates of Approval period

Approval not granted at this stage. Recommendations for the further development of AMHP competences detailed below

Panel member's signatures

1. Chair
2. ....
3. ..... 

A copy will be sent to your AMHP HUB Coordinator
Please keep a copy of this for your next AMHP Re-approval Meeting.