APPENDIX 4

Our Ref:                        Address

PRIVATE & CONFIDENTIAL

Dear

AMHP Approval Expiry and Re-approval Arrangements DATEXXX

According to the AMHP Database, your AMHP approval is due to expire on (DATE). In order to continue acting as an approved mental health professional you will need to prepare material for and attend a re-approval panel to demonstrate your continuing competence as an AMHP.

XXXXXXX at XXXXX will be setting up your re-approval panel and will contact you as soon as possible with the details. If you have any queries, XXXXXX can be contacted on XXXXXXX.

Whilst awaiting the re-approval panel, you will need to prepare a portfolio demonstrating your continuing competence as an approved mental health professional. See below the requirements to consider.

It is important to start work on this well in advance of your approval expiry date, as copies will need to be sent to XXXXXXX at least one month before the re-approval panel meets. XXXXXXX, will be managing the process and chairing the panels.

If you have any queries or concerns regarding any aspect of your re-approval, please let me know.

Yours sincerely

XXXXXXX
Associate Director Social Care
Preparation for Re-approval Panel Information

In preparation for the re-approval panel, you will need to compile a portfolio demonstrating your continuing Approved Mental Health Professional competence in compliance with the Mental Health (Approved Mental Health Professionals) (Approval) (England) Regulations 2008. It is important to start work on this immediately, as copies will need to be sent to panel members one month prior to your re-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

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 complete portfolios must be sent to The Gables 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 professionals’ details are completely anonymous.

Portfolio Content

Your portfolio must consist of Six Parts containing the following:

1. The first part should consist of a report outlining your approved mental health professional activity over the past year, demonstrating the overall number and range of AMHP assessments undertaken and why you wish to continue as an AMHP. You should also include your professional registration number to evidence you meet the professional requirements set out under Schedule 1 of the AMHP Regulations 2008.

2. The second part should consist of your AMHP Supervision Grid that you develop with your supervisor during AMHP supervision to evidence your continual development of the competences set out under Schedule 2 of the AMHP Regulations 2008. You are required to attend a minimum of 8 supervision sessions per year, which should be evidenced in the supervision grid. The completed grid will need to be signed by your AMHP supervisor.

3. The third part should consist of three completed ECC 535 Social Circumstances Reports, that you wish to present to the panel and discuss in relation to evidencing your knowledge and AMHP competence set out under Schedule 2 of the AMHP Regulations 2008. Please tippeox out names, addresses and other identifying information from the 535s. The ECC535 reports need to be clearly legible for the AMHP Panel to read and comprehensive in detail for you to demonstrate your continuing development of the AMHP competence to the panel. Please do not rewrite these reports but note they are stored on Paris and copies can be printed for you to insert.
into your portfolio. Within this part of the portfolio you must include three pieces of work undertaken in the last 12 months.

4. The fourth part should consist of a Mental Health Review Tribunal Report or a report to the Magistrates Court requesting a warrant under section 135 MHA or evidence of assisting the LA Legal Department to make an application to the County Court to appoint or displace a nearest relative under section 29 MHA. You will need to write a short report describing the process of collating the material that was presented at the legal hearing: and include the statutory documents (anonymised). This competences needs to be evidenced at a minimum of once during your five year approval period.

5. The fifth part should consist and detail evidence of at least 18 hours of AMHP CPD training per year in compliance with the conditions set out in a 5 (a) AMHP Regulations (2008). Please insert the relevant AMHP CPD Certificates to evidence your participation on the training you attended.

6. Finally, in the sixth part, you need to show evidence of your Line Manager’s support of you in your AMHP role and function. This is evidenced by your Portfolio Report being signed by your line manager to confirm awareness of your continuing commitment as an AMHP.