

Address

Our Ref:
Date:

Private & Confidential

Dear

AMHP Approval Expiry and Re-approval Arrangements date XXXX

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 reapproval panel to demonstrate your continuing competence as an AMHP.

The re-approval panel will be held on DATE at TIME
The submission date for your portfolio is DATE.

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

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 MHA assessment 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. One of these must be a MHA Assessment in a community setting. Please tippex out names, addresses and other identifying information from the MHA assessment report. The MHA assessment 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 CareBase 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 (MHA assessment report) **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 Manger'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.

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.

Three complete portfolios must be sent to XXXXXXXXXXXXXXXXXXXX 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.

Send the 3 portfolios, to arrive by DATE, to XXXXXXXXXXXXXXXX

In addition to sending your portfolio, please email an up to date photograph of yourself for your AMHP ID card to XXXXXXXXXXXXXXXX (email address) to be received by DATE.

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 either your AMHP supervisor or the local AMHP Hub Coordinator for assistance and advice regarding your portfolio.

Panel and Assessment 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 report cases will be discussed in some depth, and assessed against the attached **AMHP Evaluation Criteria (Appendix 1b, 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.

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 re-approval decision. Reapproval is awarded for a period of five years. Reapproval will not be awarded if the panel conclude that the AMHP did not adequately evidence all the competences within the portfolio and/or during the panel discussions of the presented cases. In these circumstances the candidate will not be reapproved and will normally be asked to complete additional work to present to the panel at a later date.

Identity cards

Please complete the attached **Re approval Form (Appendix 4b)** and take this to your re-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 reapproval.

If you have any queries or concerns regarding the above or about any aspect of your reapproval, please contact me at the above address or email on XXXXX (email address)

Yours sincerely

Appendix 1b

AMHP Re- Approval Sheet

Name of AMHP –

Date of panel meeting –

Reapproval panel:

Date qualified as an ASW

Date approved/reapproved as an ASW

Date approved as an AMHP

Details of any periods of suspension under Regulation 6:

Details of any previous approvals as an AMHP within the previous five years i.e. approved by another LSSA:

Is the AMHP authorised to work with another LSSA:

Date of end of approval and reason if applicable

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**

Answer	Profession	Registry Body	Registration Number	Date of Registration

Regulation 5 (a): Mental Health AMHP (Approval) (England) Regulations 2008

Has the AMHP completed, in each year of approval, at least 18 hours training agreed with the LA, as being relevant to their role as an AMHP? Please put date of each year in boxes

Hours	Year 1	Year 2	Year 3	Year 4	Year 5

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 demonstrates?

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

3. Evidence/certificates of AMHP CPD totalling at least 18 hours of relevant AMHP CPD each year of approval. Met the conditions of AMHP Regulations 5(a) (2008)
4. Clear introduction to the portfolio outlining the AMHP's assessments undertaken during the last year and overview of cases presented in the portfolio

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.
3. No evidence/certificates of AMHP CPD totalling at least 18 hours of relevant AMHP CPD each year of approval. Did not meet the conditions of AMHP Regulations 5(a) (2008)

COMMENTS

SAMPLE, DO NOT USE

Outcome

Re-approved for 5 years: Dates of reapproval period

Re-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 Roster Manager
Please keep a copy of this for your next AMHP Re-approval Meeting.

SAMPLE - DO NOT USE