

## Appendix 3

### Admin Process for Clinical Site Coordinator (CSC) on receipt of a MHA Section

- The CSC must attend the ward to meet the team applying the Section. They will provide the forms and ensure they are completed correctly. The CSC should ensure the appropriate checklist is completed depending on the section used (Appendix 1)
- The CSC receives the Section papers from the medical team and completes Form 14.
- The CSC must attend the patient while the application of the Section is explained and recorded in the Patient Record by the doctor.
- The patient must be given their rights (as required by Section 132) and a copy of the Patient Information Leaflet. This action must be recorded on the form 'Record of Mental Health Act Rights given to Patient' placed in the Patient Record.
- The nearest relative of the patient must be informed of the detention, if the patient does not object, and this action recorded on the form 'Record of Mental Health Act Rights given to Patient' placed in the Patient Record. Please note that the person who is the nearest relative is defined in the Act, and may not be the same as the person identified as the next of kin.
- If the patient has not understood the process, the doctor or CSC must return within a reasonable interval to check understanding and repeat the giving of their rights. This action must be recorded on the form 'Record of Mental Health Act Rights given to Patient' placed in the Patient Record.
- CSC to scan the MHA forms into their HAS account:
  - Keep photocopy of MHA papers in Patient Records
  - Plug in scanner- green light comes on at the front of the scanner
  - Place first document face down under scanner lid
  - Click on the bottom 'Start' (bottom L of screen)
  - Click on *Documents*
  - Click on *My Pictures* (2<sup>nd</sup> from top)
  - Click on *Get Pictures from Camera or Scanner* (top L box)
  - Click on *Next*
  - Click *Black & White Picture or Text*
  - Click *Next*
  - *Type a Name for this Group of Pictures-* type in '1' (then 2, 3 etc for each side of paper scanned)
  - Click *Next*
  - Scanner will scan (*Picture Progress to 100%*)
  - Click *Nothing I'm Finished*
  - Click *Next*
  - Click *Finish*

- Repeat for each side of paper
- The CSC must securely email the forms to the Mental Health Act Legislation Services at AWP who ensures they are scrutinised and stored correctly.
  - Log into your nhs.net email account
  - Address the email to [awm-tr.NCASMHAct@nhs.net](mailto:awm-tr.NCASMHAct@nhs.net) & attach all scanned images
  - Add to the email that further contact about the Section needs to be with Adult Safeguarding & MCA Lead on 01722 336262 bleep 1211, or in her absence Deputy Director of Nursing on ext 2767
  - Please 'cc' Adult Safeguarding & MCA Lead, or in their absence Deputy Director of Nursing into the email, so one of them are aware of the section
  - Once you are sure email has been sent, delete scanned images from your HAS account
- The CSC must send the original section papers by recorded mail to Mental Health Act Legislation Services at AWP:
  - Serena Andrews  
MHLS Admin  
Beechlydene  
Fountain Way  
Salisbury SP2 7FD
  - Royal Mail Special Delivery is available from the Post Room
- The Mental Health Act Services at AWP will ensure the Section has been correctly recorded and that the review time and date is recorded on the bespoke IT system.
- The Mental Health Act Services at AWP, Adult Safeguarding Lead, Responsible Clinician or an AMHP must be contacted at any time for advice when there is uncertainty over any aspect of the process.
- **Contact numbers:** MHLS Admin, Beechlydene 01722 820285 (working hours only)
- **Mental Health Act Services (AWP):** 0117 3784396
- **Duty Consultant Psychiatrist:** Via Switchboard at Fountain Way Hospital
- **Approved Mental Health Practitioner (AMHP) Service:** Office hours (Fountain Way) 01722 820116 or Out of hours (EDS) 0845 6070888