

MHA Section Papers to Be Sent to The MHA Office Upon Admission

Paper copies to be sent via red bag, Electronic forms sent to dmh-tr.mentalhealthadministration@nhs.net

Section	Papers Required
Section 2	<ul style="list-style-type: none"><input type="checkbox"/> H3 - Completed by a nurse on the shift once the patient is on the ward and all paperwork has been checked.<input type="checkbox"/> A3 - Joint medical recommendation <u>OR</u> X2 A4 Medical Recommendations<input type="checkbox"/> Check A2- AMHP Application is complete<input type="checkbox"/> AMHP Report does not need to be seen immediately however should be sent to the ward email and then forwarded to MHA office.<input type="checkbox"/> Read 132 rights to patient and send form to MHA office via red bag. If unable to complete this due to presentation, a form should still be completed, and be handed over as an ongoing task.
Section 3	<ul style="list-style-type: none"><input type="checkbox"/> H3- Completed by a nurse on the shift.<input type="checkbox"/> A7- Joint Medical Recommendation <u>OR</u> X2 A8 Medical Recommendations<input type="checkbox"/> Check A6- AMHP Assessment is complete<input type="checkbox"/> AMPH Report does not need to be seen immediately however should be sent to the ward email and then forwarded to MHA office.<input type="checkbox"/> Read 132 rights to patient and send form to MHA office via red bag.
Transfer In/out	<ul style="list-style-type: none"><input type="checkbox"/> Signed H4 part 1 (transfer in) OR 2 (transfer out)<input type="checkbox"/> Section Papers from transferring Hospital & Tribunal reports (if applicable).
CTO recall	<ul style="list-style-type: none"><input type="checkbox"/> CTO3 – This is Recall paperwork that will have been served in the community, Nursing staff must ensure this is completed correctly when receiving the patient.<input type="checkbox"/> CTO4 – The accepting paperwork recording the patient's admission to hospital.<input type="checkbox"/> Following admission staff must call for a MHAA within 72 hours of admission. <p>The only medications that can be given at this stage will be outlined on the CTO12 or CT011 and is what they have agreed to in the community (CTO11 is the SOAD authorisation when the lack capacity)- this will be written on the CTO12 (capacity to consent) or CTO11 (lacks capacity to consent). If any other medication is required, then a section 62 will be needed until the patient is formally detained. This needs to be done by a consultant (ward or on-call)</p> <ul style="list-style-type: none"><input type="checkbox"/> CTO5-Following a MHAA the consultant will complete a CTO5 the patient's CTO is rescinded. Or the Consultant will end the recall by completing the end of recall form, the patient's CTO then re commences, the patient can also agree to stay on the ward informally or go back to their community address.
Holding Sections	
Section 5(4)- Nurse	<ul style="list-style-type: none"><input type="checkbox"/> H2 - All Parts completed by nurse on shift with signature, date, and time.
Section 5(2)- Doctor	<ul style="list-style-type: none"><input type="checkbox"/> H1 - All Parts completed by doctor on shift with signature, date and time, Part 2 completed by Nurse with signature, date and time.<input type="checkbox"/> NOT VALID IF PART 2 IS NOT COMPLETED