

Guidance for Care Coordinators:

This form is used to track the powers of compulsion and rights of a patient subject to Community Treatment Orders.

Please file this form at the front of the Mental Health Act section of the community file. It must be kept up-to-date with the most current and up-to-date information. You may use additional sheets if required.

All copies of the patients section should be filed in chronological order. The table should therefore be completed in chronological order to start with and include the date of the original CTO, all recalls and revocations. A record of the patients' current treatment certificate should also be recorded. It is recommended that papers are filed in the following order:

1. Legal Status Sheet
2. Recalls
3. Revocations
4. Community Treatment Order
5. Treatment Certificates
6. Capacity and Consent discussions
7. Appeals/Managers hearings decisions/ reports etc.

- **Recall Procedure**

A patient may only be recalled after they have been served the CTO3. The best way to do this, so that it is effective immediately, is to hand deliver it to the patient directly. If the patient fails to return to hospital, he/she is deemed AWOL and the appropriate procedures must follow.

Once the patient has returned to hospital, the admitting nurse must ensure the CTO4 is completed and sent to the MHAA ASAP. The patients' admission at this point would be for a period of 72hrs whilst a joint decision is made between the AMHP and the RC whether or not to discharge the patient back into the community on the CTO, remain as an informal patient or revoke the CTO meaning they would back in hospital to continue with their original detention.

- **Revocation**

The revocation of patients CTOs must take place within the 72hrs of admission after recall and will only become effective once the CTO5 has been completed by both the AMHP and the RC.

- **Consent to Treatment**

During the 72hr recall period, the patient can only be treated if such treatment is specified on either the most recent CTO11 or under section 62A.

After revocation, the patient will need a fresh consent to treatment certificate immediately, ie: either a form T2 or T3 however, a s62 MUST be in place whilst these are being sought.

THE 3 MONTH RULE DOES NOT APPLY AFTER REVOCATION

- **Patients Rights**

Attempts should be made to ensure a patient understands their CTO, the attached conditions and their rights of appeal, their treatment requirements, their rights to an Independent Mental Health Advocate. The MHA office will inform all CTO patients in writing however, attempts must be documented that the rights of the patient have been discussed verbally with the patient.

This form should contain each attempt made and should include the use of any interpreter.

Its important to ensure that the patient is made aware of their rights at regular intervals when necessary so a date of review must be recorded.

- **Further advice**

Further help and advice can be sought from the MHA administration office.

Note: This form should be transferred into MDT files when a new volume is opened. When this form is completed another form must be attached to this one to continue recording.