

Policy Name:

Best Interests Assessors Recruitment and Approval Policy.

**Mental Capacity Act 2005 – MCA
Deprivation of Liberty Safeguards 2007 - DOLS**

Version Number:

Five

Date of Review:

Reviewed and updated 22 February 2016

Contact:

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Mental Capacity and the Deprivation of Liberty Safeguards**

Original Date of Issue:

10 May 2011

Adult and Community Services
Working with communities to improve quality of life

Best Interests Assessors Recruitment and Approval Policy

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1. Introduction

1.1 This policy is for staff in Suffolk working in;

- Suffolk County Council, Adults and Community Services,
- Suffolk's Clinical Commissioning Groups (CCGs) including the acute trusts and the Norfolk and Suffolk NHS Foundation Trust and
- BIAs employed in an independent capacity for the supervisory body

1.2 Within this policy, from 01 April 2013 the term "supervisory body" is used to refer to the Local Authority (Suffolk County Council) whether the relevant person is located in either a care home or hospital.

1.3 This policy should be read in conjunction with the Mental Capacity Act 2005 Code of Practice, the Deprivation of Liberty Safeguards 2007 Code of Practice, Suffolk's Multi-agency Policy and Procedure - Deprivation of Liberty Safeguards and the Law Society Guidance – Deprivation of Liberty;

A link to both of these codes, the Suffolk Policy and the Law Society Guidance are attached here:

- [MCA Code of Practice](#)
- [DOLS Code of Practice](#)
- [Suffolk DOLS Multi-agency Policy and Procedure](#)
- [Law Society Guidance Deprivation of Liberty](#)

1.4 In addition to promote regional standards of consistency, this policy has incorporated the minimum requirements that have been produced by the East of England Regional Implementation Network (RIN) Guidance on the Appointment and Allocation of BIAs and S12 Doctors by Supervisory Bodies.

[East of England Guidance on the Appointment & Allocation of BIAs and S12 Doctors](#)

2. Purpose of the Best Interests Assessors (BIA) role

2.1 Where the conditions of a DOLS application apply, the role of a BIA is to establish, firstly, whether deprivation of liberty is occurring or is going to occur and, if so, whether:

- it is the best interests of the relevant person (the relevant person is the person who may be deprived of liberty)
- it is necessary for them to be deprived of liberty in order to prevent harm to themselves
- the deprivation of liberty is a proportionate response to the likelihood of the relevant person suffering harm and the seriousness of that harm.

2.2 Within this process the BIA is required to make an informed judgement about whether a deprivation of liberty is occurring or is due to occur shortly and if so whether it should be authorised following consultation with:

- the relevant person
- anyone the relevant person has previously named as someone they want to be consulted
- anyone involved in caring for the person
- anyone interested in the person's welfare
- any donee of deputy who represents the relevant person

2.3 In addition to the statutory requirements of the BIA role, personal development opportunities will be offered to the BIA to;

- act as a resource to colleagues regarding mental capacity and deprivation of liberty
- provide specialist input in situations involving a deprivation of liberty in environments other than care homes and hospitals.

A link to this policy is attached here:

[Policy Deprivation of liberty in environments other than care homes & hospitals](#)

3. Values and Principles

3.1 Suffolk County Council is committed to working in partnership with other supervisory bodies and with managing authorities and with all other interested agencies in Suffolk and other counties to maximise the independence and freedom of choice of people who may lack capacity.

3.2 Least restrictive principle

3.2.1 Any best interests decision taken on behalf of a person lacking the capacity to make the decision relating to their care and treatment must be the least restrictive of their rights and freedoms.

3.3 Respect principle

3.3.1 BIAs must recognise and respect the diverse needs, values and circumstances of the relevant person, including their race, religion, culture, gender, age, sexual orientation and any disability. They must consider the relevant person's views, wishes and feelings (whether expressed previously or at the time), so far as they are reasonably ascertainable, and follow those wishes wherever practicable and consistent with the purpose of the decision.

BIAs must not act in any way which would unlawfully discriminate.

4. Numbers of BIAs, Rota Arrangements and Distribution

4.1 Following the Supreme Court ruling on 19 March 2014, Suffolk County Council has increased its number and type of Best Interests Assessors. Countywide cover within Suffolk is currently provided by a total of 30 BIAs undertaking this function through the following arrangements;

- 2 x BIA / Senior Practitioners
- 4 x Full Time BIAs
- 14 x Rota BIAs
- 4 x Independent BIAs
- 6 x BIAs – Out of Hours only

- 4 x Rota BIAs also undertake assessments via the Out of Hours service

Following qualification; an additional 7 BIAs will be joining in the BIA Rota on 01 April 2016.

Rota BIAs are required to undertake assessments alongside their core duties and are allocated two assessments per month – six per quarter.

BIAs undertaking this function as an Independent Assessor or through the Out of Hours Service (only) are also required to undertake a minimum of two assessments per month.

In addition the MCA / DOLS Safeguarding Co-ordinators (referred to hereafter within this policy as the MCA Coordinator) may offer the opportunity for BIAs to conduct assessments on behalf of other supervisory bodies.

4.2 The MCA Coordinator will attempt to match the specific requirements of the relevant person to the Best Interests Assessor with the specialist skills and experience.

4.4 The Suffolk MCA / DOLS Service is a countywide provision and the MCA Coordinator will attempt to allocate assessments within the preference area of each BIA. Due to operational pressures, however, BIAs may on occasions be required to work in another geographical area, so as to meet the responsibility upon the local authority of this statutory function.

5. Selection and Initial Training

5.1 As the Supervisory Body within the definition identified within the DOLS, Suffolk County Council has the statutory duty to ensure that there are sufficient Best Interests Assessors available in Suffolk to respond to requests for DOLS assessments.

5.2 Professionals who are eligible to undertake the role of a BIA are:

- an approved mental health professional or
- a social worker registered with the Health Care and Professions Council (HCPC) or
- a first level nurse, registered in Sub-Part 1 of the Nurses' Part of the Register maintained under article 5 of the Nursing and Midwifery Order 2001 or
- an occupational therapist registered in Part 6 of the register maintained under article 5 of the Health Professions Order 2001 or
- a chartered psychologist who is listed in the British Psychological Society's Register of Chartered Psychologists and who holds a relevant practising certificate issued by that Society

....and are not suspended from the register or list relevant to the person's profession and have at least two years post registration experience in that profession.

5.3 On appointment all BIAs must have;

- (i) satisfactorily completed a BIA training course commissioned and approved by Suffolk County Council and the University of East Anglia or another university specifically commissioned for this purpose.
- (ii) an enhanced CRB Check
- (iii) valid Hepatitis B cover
- (iv) participated in Personal Safety Training e.g. Breakaway, Unisafe or equivalent.

Exemptions to (iii) and (iv) will be considered on an individual basis

5.4 All BIAs employed by Suffolk County Council will have protection from liability in accordance with the terms and conditions of employment. Where the BIA is employed by the local authority as an independent BIA they will be required to provide sufficient liability insurance – evidence of which must be forwarded to the Safeguarding Manager for Mental Capacity and DOLS - referred to hereafter within this policy as Safeguarding Manager for MCA and DOLS

6. Approval Procedures – including re-approval

6.1 *Supervisory Bodies should ensure that sufficient assessors are available to meet their needs and must be satisfied in each case that the assessors have the skills, experience, qualification and training required by regulations to perform the function effectively. 4.15 DOLS Code.*

6.2 Suffolk County Council must make arrangements to make sure that BIAs have the necessary opportunities to maintain their skills and knowledge and share, audit and review their practice.

6.3 All decisions regarding the approval (including re-approval) of BIAs will be delegated to an Approval Panel selected from the following:-

- A senior manager from Suffolk County Council
- Adult Safeguarding Manager for MCA and DOLS
- MCA / DOLS Safeguarding Coordinator
- A representative from the Suffolk Clinical Commissioning Groups
- A representative from the DOLS Service of another Supervisory Body
- A representative from the IMCA Service
- A representative from a Managing Authority
- A person experienced in BIA education and training

6.4 When approving individuals to act as BIAs, the Approval Panel must be sure that applicants are competent to deal with people who lack capacity in some areas of their care or treatment and are fully competent in undertaking the requirements of the role.

6.5 Selection for training

- 6.5.1 Candidates for selection for BIA training will be required to submit a portfolio to demonstrate that they have the necessary skills and aptitude to meet the requirements of the role and also how they meet the core competencies, together with evidence of their professional registration.
- 6.5.2 Applications will be sought from candidates by Suffolk County Council when the need is identified. Clarity regarding the role of Best Interests Assessor through the Job Description provided at Appendix Five.

Details of the necessary skills and aptitude required to undertake the requirements of the role of BIA are included in Appendix Six.

6.6 Initial approval for 6 months

- 6.6.1 Upon successful completion of the course, the candidate will need to provide details to the Safeguarding Manager for MCA and DOLS of evidence of their qualification

6.7 Probationary Period

- 6.7.1 BIAs will need to meet the minimal assessment requirements prior to attending their first Viva Voce. Where insufficient DOLS applications have been received to enable the BIA to undertake this, then subject to agreement, the probationary period can be extended.
- 6.7.2 The purpose of the Viva Voce is to interview candidates, who will be questioned by the Approval Panel about two of the assessments that they have undertaken and the decisions that they have reached, to clarify that they meet the required competences and demonstrate reflective practice.
- 6.7.3 Successful candidates will normally be approved for up to three years.
- 6.7.4 Guidance regarding the Viva Voce process are included in Appendix 7.

6.8 Re-approval process

6.8.1 Continued approval as a BIA is subject to the following conditions:-

6.8.2 In each year that the BIA is approved, the BIA **must provide evidence that they have:**

- Completed at least 18 hours of continued professional development training approved by Suffolk County Council as being relevant to their role as a BIA. Suffolk County Council will provide a minimum of 1 Continual Professional Developments Day (CPD) each year which will constitute 6 hours CPD. In addition each BIA is responsible for undertaking at least a further 12 additional hours of professional development through self-learning or training. If a BIA is unable to attend or complete the CPD programme it is the responsibility of the BIA to access relevant learning to inform their practice within the role.
- Attended at least three of the four BIA County meetings that provide updates on case judgements and opportunities for peer supervision.
- Completed and submitted their Annual Checklist to the Safeguarding Manager for MCA and DOLS within the required timescales.

A link to the Annual Checklist is included here: [BIA Annual Checklist](#)

- Assisted in raising awareness of their role including contribution to training, provision of case studies etc.
- Undertaken all the required assessments commissioned by the MCA Co-ordinator in accordance with the arrangements identified within Section 4 of this Policy.
- The expectation of the supervisory body is that all BIAs will undertake a minimum of two DOLS assessments each month – six per quarter. This will enable the Best Interests Assessors to provide the necessary evidence for re-approval.

6.8.3 In addition consideration will be given to the results of routine monitoring and evaluation of assessments including feedback from managing authorities, the relevant person and other people involved in the process.

6.8.4 Recording audits will also be undertaken and will inform the on-going approval process.

- 6.8.5 If the above conditions have been satisfactorily met for three years since the last approval then re-approval will be granted for a further three years.
- 6.8.6 A BIA can only act within the authority of this capacity if they are commissioned to do so by the MCA Coordinator on behalf of Suffolk County Council.
- 6.8.7 A BIA will cease to be approved when their normal period of approval ends.
- 6.8.8 Suffolk County Council will end the approval of a BIA before the expiry of their approval period;
- At the request in writing to do so from a BIA; giving eight weeks' notice.
 - If they are no longer satisfied that the BIA has appropriate competence or is no longer demonstrating that they have the skills and aptitude to undertake the requirements of the role.
 - If a BIA is not available to undertake this function for two consecutive calendar months.
 - Immediately on becoming aware that the BIA no longer meets the professional requirements for registration.
 - Immediately on becoming aware that the BIA is in breach of any of the conditions for continued approval.
- 6.8.9 Decisions concerning the termination of a BIA will be taken by Suffolk County Council's Assistant Director Services Personalisation Quality and Safeguarding, in conjunction with the relevant employer organisation.
- 6.8.10 A BIA whose approval has been withdrawn may apply to the Approval Panel to be re-approved at anytime.

7. Working Arrangements

- 7.1 All BIAs will be asked to submit to an enhanced CRB check.
- 7.2 All BIAs authorised by Suffolk County Council will be issued with a formal contract covering remuneration, training requirements, disciplinary procedures, access to legal advice and legal indemnity when carrying out duties on behalf of the Supervisory Body.
- 7.3 All BIAs authorised by Suffolk County Council will be issued with an Identification Card. This remains the property of Suffolk County Council and must be returned when authorisation is withdrawn.
- 7.4 All BIAs authorised by Suffolk County Council will be subject to the terms and conditions of service as outlined in Appendix 4.
- 7.5 All BIAs authorised by Suffolk County Council, when carrying out BIA duties on behalf of the supervisory bodies, will be required to abide by all relevant employment policies including the Lone Working Policy.
- 7.6 All BIAs authorised by Suffolk County Council when carrying out BIA duties on behalf of the supervisory bodies will be legally indemnified by their employer. Where the BIA is an Independent they must make suitable arrangements for personal liability.
- 7.7 Where BIAs require legal advice on matters relating to the DOLS they should obtain this from Suffolk County Council Legal Services.
- 7.8 If an incident occurs whilst acting in the role of a BIA, the BIA must complete a Suffolk County Council Incident Report and forward this to the MCA Coordinator in addition to any other incident form as required. Where the BIA is an employee of one of Suffolk's Clinical Commissioning Groups (CCG) they will also be required to complete an incident form for their own organisation and forward this to their supervisor.
- 7.9 All complaints relating to the performance of BIA duties will be dealt with and investigated under the Suffolk County Council complaints procedure (even if the BIA concerned is not employed by the County Council).

8. Support and Supervision

- 8.1 BIAs receive regular support and supervision as a condition of their core work. To support them within this specific function each BIA will receive professional supervision every 12 months or more frequently where requested by the BIA or where identified to be required.
- 8.2 In addition each BIA can access support from the Safeguarding Manager for MCA and DOLS) and the MCA Coordinator and the BIA / Senior Practitioners.
- 8.3 BIAs are required to attend BIA County Meetings as these provide a peer supervision element.
- 8.4 These quarterly county meetings provide a forum for case discussion and information and also discussion of operational issues. BIAs are expected to make attendance at these meetings a priority.
- 8.5 All BIAs are encouraged to offer support and advice to each other especially when on-duty together, or around a particular area of expertise and experience.
- 8.6 All BIAs are able to access legal advice from Suffolk County Council Legal Services on DOLS related matters.
- 8.7 All BIAs are encouraged to access the Suffolk MCA Website for guidance documents and additional information www.suffolk.gov.uk/mca
- 8.8 All BIAs will receive annual feedback about their BIA work. Where a BIA has failed to meet expected standards, the BIA and the Safeguarding Manager for MCA and DOLS will agree an action plan to address this.
- 8.9 All performance related issues will be managed under the relevant organisations care employment policies and procedures.

APPENDICES

Appendix 1	Gateway to BIA Training
Appendix 2	BIA Application Form
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Appendix 4	BIA Terms and Conditions
Appendix 5	Job Description - Best Interests Assessor
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Appendix 9	Sample copy of the BIA ID Card

Appendix 1 Gateway to BIA Training

A Best Interests Assessor must be an Approved Mental Health Practitioner (AMHP), social worker, nurse, occupational therapist or chartered psychologist with the skills and experience specified in the regulations. The applicant must have at least two years post registration experience.

The supervisory body must also be satisfied that the applicant:

- is not suspended from the register or list relevant to the person's profession
- has the skills necessary to obtain, evaluate and analyse complex evidence and differing views and to weight them appropriately in decision-making.

Entry on to the programme will be determined by the projected volume of DOLS applications.

Supervisory bodies must ensure that sufficient assessors are available to meet the specialist needs of the service so that in each case the assessors have the skills, experience, qualifications and training required by regulations to perform the function effectively.

These qualifying requirements for Best Interests Assessors are extracted from the Department of Health publication Gateway Number: 11140. The publication also provides information regarding universities who are delivering BIA training, insurance / indemnity, eligibility and conflicts of interest.

A link to this publication is attached here;

http://webarchive.nationalarchives.gov.uk/+www.dh.gov.uk/en/SocialCare/Deliveringadultsocialcare/MentalCapacity/MentalCapacityActDeprivationofLibertySafeguards/DH_084948

Appendix 2 Best Interests Assessor Training - Application Form

Assessor's Statement

Assessors Name

Place of work

Relevant Qualifications

Brief summary of your present work duties / recent work duties:

Manager's statement

Managers Name

Brief statement confirming your support for the above applicant to undertake the Best Interests Assessor training and to be on a rota to undertake Best Interests Assessments following completion of the course.

Please forward the completed Application Form by to:

Bettina Lambert / Francis Stewart
MCA / DOLS Safeguarding Coordinator,
Endeavour House, Russell Road,
Ipswich, IP1 2BX

Appendix 3 BIA Application Portfolio – Requirements

On the request by Suffolk County Council, candidates undertaking the BIA course will need to:

- Completed a brief **Application Form** (See Appendix 2) and have submitted this to the MCA Coordinator to enable the candidate to be considered for selection.
- Complete an **Application Portfolio** - demonstrating their experience for this role and their ability to undertake part-time study at the required level.

Candidates will need to address each competency using between 250 and 400 words, using one piece of evidence per competency. Evidence that has been previously submitted as part of another post-qualifying qualification, that has been undertaken within the last two years can be included.

Entry Level Competencies:

Within the **Application Portfolio** candidates will need to demonstrate:

1. Their ability to communicate appropriately, and to establish effective relationships with people who lack capacity, their relatives and carers.
2. Their ability to recognise, assess and manage risk.
3. Their ability to work with conflict between inherent power in the Best Interests Assessor role and the objectives of empowering people who lack capacity.
4. Their ability to balance and manage the competing requirements of confidentiality and effective information sharing to the benefit of people who lack capacity, and other stakeholders.
5. Their ability to make and communicate decisions that are sensitive and appropriate to the needs of people who lack capacity, including the appropriate use of interpreters and advocates.

Once selected for BIA Training;

The candidate will be required to:

- Complete the application form for the BIA course; forwarding the original to the commissioned provider and a copy to the Safeguarding Manager for MCA and DOLS.
- Attend the taught components of the commissioned course.
- Complete the requirements of the course within the required timescales
- Once the candidate has completed the BIA Course they will be required to be available on the BIA Rota for a minimum of two years. If they are unable to commit to the rota for this period of time or if they fail to complete the course they will be required to re-pay the course fees.
- Between the final day of course content and the exam board meeting to mark the submitted work, each candidate will be required to shadow a BIA on the rota at least twice to observe their practice and to consider how their knowledge would impact on the decision that is reached.

The shadowing process will be arranged by the MCA Coordinator.

Appendix 4 BIA Terms and Conditions

The position of Best Interests Assessor will form part of your main contract of employment with your current employer and all terms and conditions of service related to that contract will apply.

Any conditions of service over and above that of your substantive role will be determined by your employing organisation.

Appendix 5 Job Description - Best Interests Assessor

Post title: Best Interest Assessor

Location: Community & Office based

Reporting to: Safeguarding Manager for MCA and DOLS

Purpose of the Work

The purpose of the Best Interests Assessor is to carry out assessments and reviews under the Deprivation of Liberty Safeguards – Mental Capacity Act 2005. This is to establish if a person without the capacity to consent to the arrangements is being deprived of their liberty, this is in the person's best interests and is necessary to prevent harm to themselves, and is a proportionate response to the likelihood of the relevant person suffering harm and the seriousness of that harm.

Best Interest Assessor must have the skills necessary to obtain, evaluate and analyse complex evidence and differing views and to weigh them appropriately in decision-making.

- (i) understanding and respect for individual's qualities, abilities and diverse backgrounds,
- (ii) to promote the least restrictive practice and maximise peoples' independence and liberty .
- (iii) the ability to act independently, and
- (iii) to establish effective relationships with service users, people lacking capacity and their carers.

On completion of the assessment and review, Best Interest Assessors will make recommendations and conditions if applicable, for the authorisation to the relevant supervisory body.

Key duties

1. Undertake assessments in care homes and hospitals and identify, challenge and, where possible, redress discrimination and inequality in all its forms. Respect individuals' qualities, abilities and diverse backgrounds, promote the rights, dignity and self-determination of individuals who might be deprived of their liberty.
2. Knowledge of the Mental Capacity Act 2005, MHA 1983, HRA 1998, Care Standards Act 2000 and national and local policy guidance and ability to apply the DOLS procedures to assessment role. Ability to take accountability of decisions and judgements made in the BIA role
3. Ability to keep appropriate records and to provide clear and reasoned reports in accordance with legal requirements and good practice
4. Obtain, evaluate and analyse complex evidence and differing views and to weigh them appropriately in decision-making
5. Apply understanding of a range of models of mental capacity, including the contribution of physical, developmental and social factors, and implications of mental incapacity for people who use services, families and their carers.
6. Work with service users who lack capacity, their families and carers, and to other professionals including IMCAs and representatives from the managing authority
7. Consult, liaise and negotiate with those involved in a Best Interests Assessment, including 'the relevant person', family, friends, those involved in the person's care, an IMCA, representative, attorney or deputy, and representatives from the managing authority. Assert a best interests perspective and to make properly informed independent decisions.
8. Present cases at a legal hearing and exercise the appropriate use of independence, authority and autonomy and use it to inform their practice as a Best Interests Assessor, together with consultation and supervision
9. The best interests assessor must provide a report that explains their conclusion and their reasons for it. If they do not support deprivation of liberty, then their report should aim to be as useful as possible to the commissioners and providers of care in deciding on future action (for example, recommending an alternative approach to treatment or care in which deprivation of liberty could be avoided). It may be helpful for the best interests assessor to discuss the possibility of any such alternatives with the providers of care during the assessment process.

10. Where possible, the best interests assessor should recommend someone to be appointed as the relevant person's representative. The assessor should be well placed, as a result of the consultation process, to identify whether there is anybody suitable to take on this role. The appointment of the relevant person's representative cannot take place unless and until an authorisation is given. However, by identifying someone to take on this role at an early stage, the best interests assessor can help to ensure that a representative is appointed as soon as possible.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Appendix 6 Skills and Aptitude

The skills and aptitude required for the role of BIA in Suffolk are adopted from those identified by the department of health (DoH) within their publication: Gateway Number 11140 and include;

1. A strong commitment to improving service delivery to meet the needs of service users
2. Genuine commitment to equal opportunities and anti-discriminatory practice
3. Willingness and ability to work as part of a team with a commitment to sharing and working along side staff in other organisations
4. Work in a multi-disciplinary team
5. A desire to work collaboratively with other agencies and groups in enhancing service delivery
6. Ability to work in complex situations and make autonomous decisions
7. An understanding of the process and purpose of supervision
8. Experience of working under pressure and being able to prioritise workload demands in the face of competing pressures.
9. Familiarity with and understanding of computerised systems
10. Ability to communicate clearly both verbally in writing
11. Ability to empathise with service user needs and promote those needs in relation to independence, well being and choice
12. Proven ability to meet timescales and deadlines for own workload
13. Assessment and recording skills
14. An ability to be able to drive, have a full driving licence or have access to a car and a driver.
15. Successful candidates must obtain a satisfactory Disclosure and Barring Service Certificate

Appendix 7 Viva Voce for Best Interests Assessors - Guidance notes

A viva voce is a professional conversation in the academic world. It is usually used to differentiate between people on borderline grades or for those studying for post graduate qualifications by dissertation. It is also frequently used in medical training where there is a particular emphasis on linking theory to practice

For Best Interests Assessors it enables a professional conversation to take place using evidence provided from at least two real cases. It also provides and opportunity to reflect on any emerging issues from the Court of Protection following the implementation of the Deprivation of Liberty Safeguards.

- Best Interests Assessors will be required to pre-select two of the cases that they have been assigned during their current period of authorisation and to use these to illustrate the practice that they have undertaken.
- The Panel will provide a copy of the forms that have been completed for each of the people that were assessed during this period.

In addition the Panel will be asking the BIA questions around some key themes relating to the assessments that they undertook during the current authorisation period. These are listed below;

1. How was the evidence obtained?
2. How and why were particular sources selected?
3. What communication issues arose and how they were managed?
4. What partnership working was involved and how this was activated?
5. Analysis and reflection – how were the key decisions arrived at?
6. What has been the impact on your practice following the recent judgements from the Court of Protection?
7. What challenges, dilemmas and successes emerged during the process?
8. On-going and further support – what development opportunities would be beneficial to assist your continued practice competence?

In addition, the process will give consideration toward the details included upon the BIA Annual Checklist, themes emerging from professional supervision, BIA attendance, and contribution at the County Meetings and the CPD sessions.

BIAs are encouraged to make some personal notes in advance of the Viva Voce to which they can refer, to support them through the process.

Appendix 8 Viva Voce for Best Interests Assessors – Assessment Proforma

Name:

Date:

Part One – The Best Interests Assessment Process

		Notes
1	<p>Strategy</p> <p>Upon first reading of case material a strategy was put in place to gather evidence and communicate with the necessary parties to made an adequate assessment</p> <p>Fully met ----- Mostly met----- Unmet-----</p>	
2	<p>Evidence</p> <p>Sufficient and appropriate evidence was obtained from the range of sources necessary to carry out an adequate assessment</p> <p>Fully met ----- Mostly met----- Unmet-----</p>	
3	<p>Communication</p> <p>Communications was appropriate and different strategies were used to meet the communication needs of all parties. A clear view of the clients wishes was obtained.</p> <p>Fully met ----- Mostly met----- Unmet-----</p>	
4	<p>Partnership working</p> <p>Effective communication and liaison took place with appropriate other professionals involved with the client</p> <p>Fully met ----- Mostly met----- Unmet-----</p>	
5	<p>Decision and recommendation</p> <p>The decision and consequent recommendations were based on clear and appropriate analysis of the evidence provided, within the context of guidance around the legislation and proportionate</p> <p>Fully met ----- Mostly met----- Unmet-----</p>	
6	<p>Challenges and changes</p> <p>Changes and adaptations to the plan were met and managed</p> <p>Fully met ----- Mostly met----- Unmet-----</p>	

Part Two – Further development and Practice Competence

1	<p>Identified personal development needs – Support received within the current authorisation period</p> <p>Fully met ----- Mostly met----- Unmet-----</p>	Notes
2	<p>BIA Professional Compliance - Recruitment and Approval Policy / Skills and Aptitude</p> <p>Fully met ----- Mostly met----- Unmet-----</p>	
3	<p>On-going personal development – further areas for consideration</p> <p>Fully met ----- Mostly met----- Unmet-----</p>	

<p>Decision regarding approval / non-approval</p> <p>Approved ----- length of time -----</p> <p>Not approved -----</p>	<p>Signed: _____ Date: _____</p>
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Appendix 9 Sample copy of the BIA ID Card



Mental Capacity Act 2005 Deprivation of Liberty - Best Interests Assessor

In accordance with Schedule A1 of the Mental Capacity Act 2005

Name:

has been approved by Bournemouth University in association with South Essex Partnership Trust as a Best Interests Assessors and are appointed and authorised to act in that capacity by Suffolk County Council on behalf of;

- Suffolk County Council
- East Suffolk Clinical Commissioning Group
- West Suffolk Clinical Commissioning Group
- Great Yarmouth and Waveney Clinical Commissioning Group

until 31 July October 2015

Anna McCreddie
Director for Adult and Community Services

As an appointed Best Interests Assessor, the bearer of this document is required to consult with the relevant person subject to the assessment and with anyone engaged in caring for the relevant person or is interested within their welfare, within the legal timescales determined by the Act.

For verification contact: Paula Youell – Head of Adult Safeguarding Service

Telephone 01473 264000

(Press 2 – when requested; Endeavour House Reception)

If this card is found, please return it to:

Director for Adult and Community Services,

Suffolk County Council

Endeavour House,

Russell Road

Ipswich

IP1 2BX

Telephone: (01473) 264000