

Mental Capacity Act-Multi-Agency Training

MCA - Participants should attend the Basic Awareness or the Assessment training , NOT BOTH (Awareness Training dates will be circulated separately)

Course:	Mental Capacity Act ~ Assessment Training.
Duration:	Full day
Dates & venues:	13 June 2011 – Shieldfield centre, Room 12
Times:	9.30am – 4.30pm (registration is at 9.15am)
Target group:	<p>Staff who have a responsibility for applying the Mental Capacity Act – decision-makers and their line managers. This may include: Social Workers, District Nurses, Police Officers, RGN's, RMN's, Ward Sister's, Probation Officers, GP's, Home Managers, Team Leaders, Team Managers, Welfare Rights Officers, Care Co-ordinators, Housing Officers, IMCA's, Paid Relevant Person's Representatives, Advocates.</p> <p>PLEASE NOTE – all staff that needs a Basic Awareness for MCA (see target group on basic awareness flyer) should attend the MCA Basic Awareness course, flyers for this course is circulated separately.</p>
Aims:	To provide in-depth knowledge of the Mental Capacity Act and provide practical skills in order to undertake a capacity assessment and best interest decision
Learning outcomes:	<p>This course will provide staff with an understanding of:</p> <ul style="list-style-type: none">• The five principles of the Mental Capacity Act• Decision specific assessments• The role of the decision-maker• The capacity assessment framework and best interest checklist• The interface between MCA and other legislation• Working with the IMCA service• Implementing the MCA and supporting staff• The wider implications of MCA and DoLS implementation.• Planning a capacity assessment• Planning a best interest decision
Method:	Active group work and trainer presentation

Booking Form

Course:			
Date:		Time:	
Venue:			
Name:			
Job title:			
Name and address of organisation:			
Sector code (office use only)	IS		
Email address:			
Work contact number:			
Line manager's name:			
Line manager's signature:			
Any special requirements:			

- Please return this form by fax to: 0191 277 2099 or email to judith.bainbridge@newcastle.gov.uk
- Please see guidance notes below

Guidance Notes

Booking

- Please complete booking form attached.
- Please return the form by fax to: 0191 2772099 or email it to judith.bainbridge@newcastle.gov.uk

Allocation of places and general information

- You will receive a confirmation email or letter. Please **do not** attend the session unless you receive a confirmation email or letter.
- You must attend the full course to receive a certificate
- Please ensure that you meet the criteria for attending the course and that you have discussed this with your line manager.

Equal Opportunities

- Newcastle City Council is committed to a policy of Equal Opportunities and aims to provide training which reflects this. We try to: ensure that all participants are treated as individuals; the opinion of you and others is respected; challenge inappropriate behaviour and language.
- If you would like to discuss any special requirements you may need prior to the course, please contact: Judith Bainbridge Tel: 0191 2772091 or email: judith.bainbridge@newcastle.gov.uk

Charges for Attendance

- Training is free

Cancellations

- Non-attendance should be notified at least 24 hours prior to the course unless a person is ill or has extenuating circumstances. A substitute can take a person's place.
- Non-attendance without notification will result in a £15 charge per person, per session to the booking organisation. This will be charged on a quarterly basis.
- You can phone – 0191 2772091 - if there are any problems with your booking (e.g. cancellation/substitution)

Data Protection

- Under the Data Protection Act we have to tell you about the information we hold about you. We keep names and work addresses on a computerised database to monitor organisational training levels.
- We also keep hard copies of application forms and course evaluation forms for up to one year, after which they are destroyed. If you'd prefer us not to keep this information please inform the Training Administrator on 0191 277 2091.