SUPP(MH)

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|  | SUPERVISOR STANDARD and DECLARATION FORM   * Use for **Mental Health** only * Please refer to [guidance](http://www.legalservices.gov.uk/docs/civil_contracting/110310_Guidance_on_Completing_Supervisor_Forms_v7.pdf) for advice on how to complete this form. |

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| 1. Details of organisation/Supervisor Applying |
| Organisation’s name:  Supervisor’s name:  Continuously qualified as a Supervisor since (date):  Procurement Area(s) supervised:  Account number(s) of office(s) supervised:  Postcode(s) of office(s) supervised (if no Account number): |

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| 2. Generic Supervisor Requirements |
| The Supervisor meets the supervisory standards by having:  (i) Supervised in the relevant Category of Law and/or Class of Work at least one full-time Caseworker (or equivalent) for at least one year in the five year period prior to completing this form. ; or  (ii) Completed an approved training course covering key supervisory skills no earlier than 12 months prior to the completion of this form. ; or  (iii) Completed the Level 3 or higher National Vocational Qualification (NVQ) standard in supervising no earlier than five years prior to the completion of this form. |

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| 3. Legal Competence Standard for Supervisors (sections a), b) and c) must be completed) | | | | | |
|  | Panel Membership Requirement | Give date of admittance and provide documentary proof of membership | | | |
| a) | Current membership of The Law Society’s Mental Health Review Tribunal Accreditation scheme.  *Or for Non-Solicitor Supervisors only*  Assessed by The Law Society as meeting the MHRT accreditation scheme criteria  **Note:** This alternative is only available to organisations in the N*f*P sector. The Law Society administers an assessment against the MHRT accreditation scheme criteria, and on meeting the criteria supervisors will be ‘assessed as meeting the MHRT accreditation scheme criteria’; individuals who do not work in solicitor offices cannot be members of a Law Society scheme. | Please confirm membership by ticking box  Date admitted to panel:  Date last reaccredited:  *Or*  Provide Confirmation of Positive Assessment  Date of assessment: | | | |
|  | Skills/Procedure/Knowledge – examples from the last 12 months | **File name/ref** | **Area of knowledge** | | **Date closed/ worked on** |
| b) | Representation on 5 MHT case files in the previous 12 months:  Note: Where the practitioner is unable to demonstrate that they have represented a client at 5 hearings (due to late cancellation, delay leading to discharge of the patient, etc.) they may, as an alternative, demonstrate the following in meeting the case load requirement:   * representation at 3 hearings; *plus* * 2 further cases in which either the preparation for the hearing had been completed and can be demonstrated on file or where they have had conduct of a case which falls within the scope of the Category of Law. | 1.  2.  3.  4.  5. | 1.  2.  3.  4.  5. | | 1.  2.  3.  4.  5. |
| c) | Non-MHT cases – 5 case files  Note: All such cases must fall within the Category of Law definition | File name/reference | | **Date closed/ worked on** | |
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| 4. | Mental Health Case Involvement  Supervisors that work full time must demonstrate case involvement in the category of law (350 hours each year) over the past 3 years (36 months). Please give details in the first three columns below.  Supervisors that work part-time you must demonstrate case involvement in the category of law (1050 hours in total) over the past 5 years (60 months). Please give details in all five columns below. | | | | | | |
| Type of involvement | | Minimum/Maximum hours allowed per year (Refer to guidance regarding part-time Supervisors) | Hours in past 12 months | Hours in months 13 to 24 | Hours in months 25 to 36 | Hours in months 37 to 48 | Hours in months 49 to 60 |
| All Supervisors | | | Part-time Supervisors only | |
| a)  Personal casework and  Direct (documented) supervision | | Total minimum 235 hours comprising: |  |  |  |  |  |
| i) Personal casework (minimum 115 hours). |  |  |  |  |  |
| ii) Direct supervision |  |  |  |  |  |
| b)  File Review (inc. face-to-face) | | Maximum 60 hours (i.e. approx. 50% of 115 hours) |  |  |  |  |  |
| c)  Delivery of external training (CPD- accredited) | | Maximum 115 hours |  |  |  |  |  |
| d)  Documented research / production of publications | | Maximum 115 hours |  |  |  |  |  |
| e)  Other supervision | | Maximum 115 hours |  |  |  |  |  |
| **TOTAL** | | **Minimum 350 hours** |  |  |  |  |  |

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| 5. Declaration |
| **This Supervisor was and continues to be employed by the organisation named at 1 above as at the date of completion of this form.**  Tick box to confirm  **As a person with powers of representation, decision or control of the organisation named at 1 above, I verify the information provided in this form and vouch that it is accurate.**  Name:  Role:       (e.g. Partner, Director, Trustee)  Dated: |