SUPP(MH)

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|  | SUPERVISOR STANDARD andDECLARATION 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 filesNote: All such cases must fall within the Category of Law definition  | File name/reference | **Date closed/ worked on** |
| 1.      2.      3.      4.      5.       | 1.      2.      3.      4.      5.       |

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| 4. | Mental Health Case InvolvementSupervisors 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:       |