PEER REVIEW CHECKLIST

1. Is the file readable and accurate.	1 2 3 4 5 N/A
2. Has SFE guidance been followed in uploading files?	Y/ N / N/A

Case preparation

3. Have the section papers been requested and considered?	1 2 3 4 5 N/A
4. Have progress notes been requested and considered?	1 2 3 4 5 N/A
5. Has Nearest Relative been identified/role discussed with the client?	1 2 3 4 5 N/A
6. Have instructions been taken in a timely manner?	1 2 3 4 5 N/A
7. Has consideration been given to an in-person meeting with the client (where appropriate)?	1 2 3 4 5 N/A
8. Have the client's medical/nursing and social work reports been considered?	1 2 3 4 5 N/A
9. Have instructions been taken before the MHT on the relevant documents?	1 2 3 4 5 N/A
10. Has the fee-earner considered use of an independent expert if this is appropriate?	1 2 3 4 5 N/A
11. Has fee-earner considered whether the client needs to be referred to another organization for professional advice and acted on this appropriately?	1 2 3 4 5 N/A
12. Has fee-earner considered whether it is appropriate to attend a CPA/s.117 meeting (where appropriate)?	1 2 3 4 5 N/A
13. Has the MHT/Hospital Managers decision been considered?	1 2 3 4 5 N/A
14. Have client's instructions appropriately been noted on the file?	1 2 3 4 5 N/A
15. Have client's instructions been confirmed in writing?	1 2 3 4 5 N/A

Legal advice

Has client been sent appropriate client care information?	1 2 3 4 5 N/A
Has client been advised about the following:-	
(a) The MHT powers and procedures.	1 2 3 4 5 N/A
(b) The section under which they are detained.	1 2 3 4 5 N/A
(c) Right to opt in for a preliminary medical examination (where appropriate).	1 2 3 4 5 N/A
(d) Right to request an in-person hearing (where appropriate).	1 2 3 4 5 N/A
(e) Has client been advised about Nearest Relative powers and procedures?	1 2 3 4 5 N/A
(f) Has client been advised in relation to the evidence that the MHT will consider?	1 2 3 4 5 N/A
(g) Have client expectations been managed appropriately?	1 2 3 4 5 N/A
(h) Has the client been advised where appropriate on s.117 issues?	1 2 3 4 5 N/A
(i) Has client been advised in relation to outcome of their hearing and possible grounds of appeal?	1 2 3 4 5 N/A
(j) Has the client been appropriately advised in relation to their current eligibility period and next steps?	1 2 3 4 5 N/A
(k) Has client been appropriately advised throughout the course of the proceedings?	1 2 3 4 5 N/A
(l) Any other prejudice client?	Y/ N / N/A
Overall Grade for the file	1 2 3 4 5