

# MCA lead toolkit contents guide

Version 0.3

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## 1. Purpose

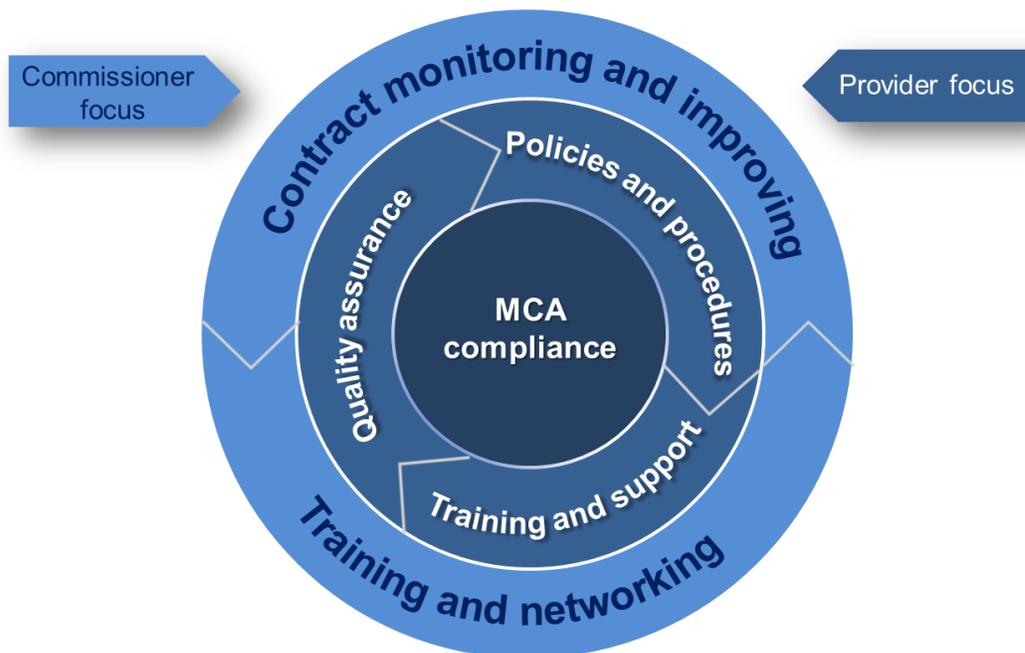
The purpose of this document is to outline the MCA toolkit structure on the SCIE directory.

## 2. Audience

Commissioner and Provider MCA leads.

## 3. Background

An objective of the London NHS Commissioner MCA Board is to support commissioners to implement MCA assurance and compliance. MCA leads have identified a number of tools/documents to support them to gain MCA assurance. These tools have been compiled into a toolkit for NHS MCA leads in line with the MCA compliance framework shown below.



The MCA framework outlines what is required to ensure MCA compliance from a provider and commissioner perspective.

It is important that providers have:

- MCA policies and procedures in place that provide the correct framework for staff to follow.
- MCA training and support to translate MCA policies and procedures into practice.<sup>1</sup>
- Quality assurance mechanisms in place that check MCA processes are carried out appropriately.<sup>1</sup>

CCGs have a responsibility to ensure they commission healthcare that is compliant with the MCA for service users in the CCG's area. The MCA framework shows how this can be achieved through the contract monitoring process, where commissioners assess the quality of providers' MCA policies, procedures, training and assurance mechanisms. If any areas require improvement, commissioners should support providers to reach acceptable standards of MCA compliance.

Commissioners need to be trained to understand what providers should be doing regarding the MCA and commissioners' role to monitor this. Networking involves commissioners sharing issues and best practice as well as keeping updated on any changes in legislation taking place.

#### **4. Overview**

The MCA toolkit contents can be accessed at: <http://www.scie.org.uk/mca-directory/mca-tailored-for-you/health/pan-london-commissioner-toolkit/>

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<sup>1</sup> Good practice provider MCA training and support and quality assurance should involve service users. For example, service users should be provided with information to understand the MCA and feedback about their experience should be collected.

## 5. MCA toolkit folder structure

The MCA toolkit folder structure on SCIE is outlined in table 1.

Table 1

Folders			Documents
Level 1	Level 2	Level 3	
Pan-London NHS Commissioner MCA lead toolkit	Commissioner training	Checklists	Commissioner MCA responsibilities checklist
			Commissioner MCA training checklist
		Case studies	MCA case studies from various organisations
	Contract monitoring	Frameworks	Bromley and Croydon MCA quality assurance frameworks for contract monitoring and procurement
		MCA CQUINs	Examples of CQUINs
	Policies and procedures	Care homes	Pan-London best practice MCA policy for care homes
		Domiciliary care*	Pan-London best practice MCA policy for domiciliary care
		Acute	MCA policy examples for Acute providers
		Mental Health*	MCA policy examples for Mental Health providers
		Community *	MCA policy examples for Community Trusts
	Provider Training	Primary care*	Pan-London best practice MCA policy for primary care
		Checklist	Provider MCA training quality standards checklist
	Quality assurance	Support	Good practice MCA implementation/awareness support documents
		Dashboard*	Pan-London MCA/Safeguarding dashboard for all providers
Audit tools		MCA audit tool examples	

\*Documents to be developed outside of this project timeframe (July 2015-March 2016)