

Ward based MCA / DoLS Resource Folders

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Project method

In 2013 MCA / DoLS Resource Folders were developed for every adult in patient ward across Hywel Dda University Health Board. These folders have been so successful that new updated versions have been developed this year. As well as a general overhaul, the updated folders incorporate the post Cheshire West developments re DoLS and the updated DoLS Forms issued by the Welsh Government. The Resource Folders include:

- A contact details sheet for the MCA Team and the DoLS Team;
- A general introduction to the MCA (principles, assessing capacity, alternative authority, IMCAs, best interests, restraint, urgent situations, deprivation of liberty);
- MCA Resources (Assessing Capacity guidance and template, best interests decisions guidance and template, where to get support, flowcharts);
- Information about DoLS (acid test, how to apply, blank DoLS Forms and completed examples, blank care plan and completed example);
- Information for patients, carers and families (including an 'easy read' version).

Each page in the Resource Folder is laminated to ensure durability. They are kept in the Ward Sisters Office on each ward so that they are readily accessible.

Project results/evaluation

Ward staff find these Resource Folders invaluable and have provided really positive feedback about how useful they are. Whenever an MCA or DoLS Team member is on a ward, and asks for the folder, the member of staff can invariably lay their hands on it immediately, thus confirming its regular use by members of the ward team. The Resource Folders were praised as an example of good practice by HIW/CSSIW in their 2014 National Review of the use of DoLS in Wales which said that the folders '*had contributed to an improved awareness amongst staff and better access to the information they required*'.

Project area classification

Hospital care	x	Emergency care	
GP care		Dementia	x
Social care		Learning disability	x
Voluntary sector		Other mental health	x
Financial services		Palliative care	
Police		Advance planning, LPAs	
Legal		Commissioning	
Community health care		Training	
Nursing and care home		For professionals?	x
Acute care	x	For public and service users?	
Chronic care	x		