MENTAL CAPACITY ACT/DEPRIVATION OF LIBERTY SAFEGUARDS AUDIT

Audit to test compliance with Mental Capacity Act 2005

Policies and Procedures

1 Policies and Procedures

Current Policies and Procedures		
1	Do you have policies and procedures for MCA and DOLS? Please send copies to …..	
2	How often are they reviewed and/or updated? When was the current version created/reviewed?	
3	Are the staff aware of the policies and procedures and do they know how to access them?	
Content of Policies and Procedures		
4	Do the policies and procedures include ensuring staff know in which situations it is appropriate for them to make capacity assessments and how to escalate if necessary?	
5	Do the policies and procedures highlight the need to maximise the involvement of family, friends and carers etc?	

6	Do the policies and procedures include the steps that staff should take in communicating with people who have a low level of spoken English or other communication difficulties?	
Supporting Information		
7	Are there named leads in the organisation available to provide advice at all times?	
8	Do the policies and procedures include an easy to follow flowchart or handy guide for staff to use?	
9	Do the policies and procedures include contact details for relevant DOLS managing authorities?	
10	Do the policies and procedures include contact details for obtaining an IMCA?	
Next Steps…		
11	In answering these questions have you identified any issues in your policies and procedures for your organisation?	
12	How do you propose to resolve them?	