

CROYDON AMHP SERVICE:

AMHP Approval Process 2024:

A) New graduates of AMHP course:

Upon passing the Croydon approved AMHP Course you will be expected to contribute to the AMHP rota by agreement according to service needs and your development. You will be expected to participate in assessments working towards your approval.

- A minimum of 4 assessments must be written up consisting of one community, one ward, one POS/CUH and one other (can be any location). Write up the assessment as you would if you were the AMHP. Share your assessment with the assessing AMHP. They will offer feedback as necessary. Print off these reports and collate for your approval file.
- A debriefing reflective sheet needs to be completed and sent to the assessing AMHP for feedback.
- Complete the approval forms which include the AMHP competencies and all of the assessments you have shadowed/participated in whilst in training/post qualification.
- You will be allocated an AMHP approval panel date. Send all documents to the AMHP Manager a minimum of 48 hours prior to your panel date.
- The AMHP Panel will consist of the AMHP Manager, Principal Social Worker and an AMHP peer (or as delegated)
- Your panel will consist of a discussion regarding your AMHP training, the approval portfolio and AMHP practice.
- Following your panel. You will either be approved as an AMHP or will be offered further support working towards your approval. The recommendation from the panel will go to the Head of Service for Mental Health and the DASS (Director of Adult Social Services) for final approval decision. Should there be any disagreement, the Head of Service for Mental Health and the DASS will be consulted.

This is to ensure that as a Croydon Council employee you are able to undertake your statutory duties in a manner that ensures that the Council is protected from any legal challenge. It is also to ensure that you feel confident and ready to undertake the AMHP role.

B) Re-Approval for existing Croydon AMHP's:

- You are expected to begin completion of your re-approval form 3 months prior to your approval expiring.
- The re-approval form needs to be fully completed with competencies, a list of your assessments from the last 2 years and your 18 hours AMHP related training per year (over the last 5 years).
- You will be shadowed by an AMHP peer for at least one assessment to highlight reciprocal learning and development.

- You will be offered an AMHP approval panel date.
- You will be expected to bring two recent AMHP reports to discuss at your re-approval panel meeting, which will also include a selection of questions regarding AMHP practice.
- Your paperwork needs to be submitted at least 48 hours prior to your AMHP approval date.
- The AMHP Panel will consist of the AMHP Manager, Principal Social Worker and an AMHP peer (or as delegated).
- Your panel will consist of a discussion regarding your AMHP training, the approval portfolio and AMHP practice.
- Following your panel. You will either be approved as an AMHP or will be offered further support working towards your approval. The recommendation from the panel will go to the Head of Service for Mental Health and the DASS (Director of Adult Social Services) for final approval decision. Should there be any disagreement, the Head of Service for Mental Health and the DASS will be consulted.

C) Approval for new Croydon AMHP's: (including Locum)

- You are expected to provide/obtain a competency statement from your previous AMHP lead in order to complete your approval forms
- You will need to compile a list of assessments that you have undertaken over the last two years and include your 18 hours training per year on the form.
- If you have not practiced as an approved AMHP within the preceding two years you must complete AMHP 3 day re-approval training.
- You are expected to shadow 4 varied assessments, write these up and select two for discussion at your approval panel meeting.
- You will be shadowed by an AMHP Peer for at least one assessment.
- You will be offered an approval panel date.
- Once the approval forms are completed including your competencies, you must email them to the AMHP Manager at least 48 hours prior to your approval panel date.
- The AMHP Panel will consist of the AMHP Manager, Principal Social Worker and an AMHP peer (or as delegated).
- Your panel will consist of a discussion regarding your AMHP training, the approval portfolio and AMHP practice.
- Following your panel. You will either be approved as an AMHP or will be offered further support working towards your approval. The recommendation from the panel will go to the Head of Service for Mental Health and the DASS (Director of Adult Social Services) for final approval decision. Should there be any disagreement, the Head of Service for Mental Health and the DASS will be consulted.