

Re-warranting Process for Practicing AMHPs



6 months before warrant expiry AMHP admin send a reminder to the AMHP, their AMHP supervisor and Line Manager (for mixed role AMHPs). Date of submission to panel for the completed portfolio to be given. Either the next AMHP panel or 8 weeks prior to expiry if panel not scheduled in the timeframe.

AMHP to agree a deadline for their entire portfolio to be submitted to AMHP supervisor prior to this 8 week deadline.

AMHP submits completed portfolio to AMHP Supervisor

AMHP Supervisor reviews portfolio and completes the AMHP panel feedback form and submits to AMHP admin 3 weeks before warrant expiry or panel.

Admin circulate feedback to panel. AMHP panel members read the feedback and discuss at panel

Panel agree re-approval

AMHP admin send AMHP Kent warrant approval letter to AMHP and their line manager. Signed by Mental health Assistant Director

Letter stored on AMHP Service shared drive. Register updated with new expiry date.

AMHP sends photo (taken in last 6 months) to AMHP admin

AMHP admin send photo with approval letter to KCCIDCards@kent.gov.uk to request an AMHP Warrant card

Panel decides not to re-approve the AMHP at this time

AMHP admin send AMHP panel advice letter to the AMHP and their AMHP supervisor and line manager, signed by Mental Health Assistant Director

Letter stored on AMHP Service shared drive

AMHP is moved from part 1 of the register to part 2 if warrant expires or practice is suspended