

Guidance related to Trainees involvement in Shift Coordination.

All AMHP trainees will have the opportunity to participate in Shift coordination, to gain a deeper understanding of the Kent AMHP services processes whilst building their knowledge of the AMHP role. Ideally this will take place within the first two weeks of their 10-week block placement (March – May). The expectation of this experience is that trainees will actively participate in the management of the shift and case considerations alongside other elements of shift coordination. It should be recognised that this is a suggested guide and theoretical as each shift can vary depending on the rate of referrals, but the Trainee should be proactively supported to participate and the AMHP trainee should also take a proactive role in working with the shift coordinator and social work assistant.

Meetings to attend

Join the handover meeting between shift coordinators at the start of the shift (07:45-8:15am).

Introduction to the shift report with shift coordinator (time of meeting to be agreed with shift coordinator and trainee at the start of shift but it is suggested this should take place early in the shift to allow them to be more involved as the shift progresses)

Enter the morning call (08:30am)

Enter the bed management call and seek updates for staff (12:30pm)

Discuss with and understand the Social Work Assistant (SWA) role (AMHP trainee to arrange a time with the SWA at the start of your shift)

Tasks to complete by AMHP trainee

Understand the referral process. This will be achieved by attending the handover meeting, discussions with the shift coordinator and SWA, taking a referral, alongside looking at the attached documents.

Read the referral criteria (see documents attached) These can also be found <Z:\Shared Local\SHQ\ASD MH\MH AMHP Service\Meetings and Forums\Co-ordination\Referral Protocol and Check List>

Take a referral. After the AMHP trainee has met with both Shift coordinator and SWA and read the documents listed above, the trainee should be given a referral.

Participate in the coordinating of the shifts such as making follow on calls to referrers for additional information. To be allocated by the shift coordinator

Consider a case – Shift coordinator to allocate a case that the trainee can consider and allocate time for the trainee to be able to feedback and discuss.

Shift coordinator Tasks

At the end of the shift, we ask that the shift coordinator provide verbal or written feedback to both the trainee and PE on the Trainee's overall attitude, areas of strength, gaps in knowledge and any identified learning points/ needs.



AMHP Referral
checklist V5.docx



Taking Referrals
Guidance updated 20;