



SCHEDULING PROFORMA

Patient Name and DOB.....
Known As (if different).....
CHI No (if known).....
MHTS Ref.....
(official use only)

MHO Name:

Contact Address

papers should be sent to:

Telephone:

Mobile:

Email:

Dates not available (if known)

Is it considered that a curator ad litem may be required? YES/NO

RMO Name:

Contact Address

papers should be sent to:

Telephone:

Mobile:

Email:

Dates not available (if known)

Preferred venueOn date(s).....

Any special considerations which MHTS should take into account when booking.....

Background information which may help with deciding on best location.....

Please note that whilst MHTS will do its best to arrange a convenient date and venue for a hearing neither can be guaranteed.



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It would also be useful if you could provide the following information:

Medical Records Contact:

(include telephone no)

.....

.....

Ward Staff Contact:

(include telephone no)

.....

.....

Please note that whilst MHTS will do its best to arrange a convenient date and venue for a hearing neither can be guaranteed.



GUIDANCE NOTE FOR COMPLETION OF THE SCHEDULING PROFORMA

Complete the form as fully as possible. Please note that whilst MHTS will do its best to arrange a convenient date and venue for a hearing neither can be guaranteed.

- Both the MHO and RMO can advise the dates on which they are not available for a hearing. Where possible this will be taken into account when arranging a hearing date.
- If the option that a curator ad litem may be required is selected then the following process may take place in certain circumstances:
 - A Man of Skill is appointed when the Tribunal considers that the patient may lack capacity to instruct a legal representative to act for him at a Tribunal hearing. The Man of Skill will meet with the patient and those who care for him to make an assessment of the patient's capacity to instruct a solicitor. If the Man of Skill concludes that the patient does have that capacity then he will report that to the Tribunal and the patient may instruct a solicitor in the normal way.
 - If the Man of Skill reports that the patient does not have the capacity to instruct a legal representative then he will recommend to the Tribunal the appointment of a curator ad litem.
 - The curator ad litem stands in the shoes of the patient; the patient has no further involvement with the Tribunal. The curator ad litem must decide whether to oppose the application. If the Man of Skill decides to oppose the application he will instruct a solicitor to act on his behalf.
- The preferred venue and hearing date can be noted and this will be taken into account whenever possible when scheduling the hearing.
- Please complete the sections on special considerations and background information as fully as possible. This will help to inform our decisions on booking the most suitable hearing.
- The contact details for Medical Records and Ward staff will be useful in the event of any queries during the scheduling process.