

Attachment 1: Audit tool: Facilities and support provided to the Mental Health Review Tribunal

Authorised Mental Health Service:	
Audit undertaken by: (Name/s and designation/s)	
Audit date:	

AMHS procedures	Yes	No	Comments
Patients receive appropriate information about the Tribunal and its processes and functions and, where necessary, patients (e.g. inpatients) are assisted to attend and participate in the hearing.			
Patients are provided with information relating to entitlement to, and process for, access to legal representation in relevant circumstances.			
Mental Health Review Tribunal Clinical Reports are provided to the Tribunal and the patient at least 7 clear days prior to the hearing.			
Timely access to additional clinical material by the patient or their legal representative.			
Attendance of the authorised psychiatrist and case manager at the hearing.			
Consideration to the most appropriate hearing venue i.e. requesting the MHRT schedule the hearing for a community patient at a hospital where there are additional security measures may be appropriate in some circumstances.			

Hearing room - general requirements	Yes	No	Comments
<p>Privacy of proceedings protected</p> <p>Conversations not audible in adjacent rooms/areas with hearing room door/s closed.</p>			
<p>Room booking</p> <p>The room must be booked in a way that ensures the Tribunal panel have access to the room one hour prior and one hour after the scheduled hearing times.</p>			
<p>Two entry/exit points</p> <p>One that accesses a secure area and another that accesses a public area.</p>			
<p>Patient and support person access</p> <p>Located within close proximity to waiting area/space used for patients to meet with legal representative and support persons.</p>			
<p>The room should be:</p> <ul style="list-style-type: none"> • airconditioned, • located within easy access to toilets, and • close to refreshment facilities. 			
<p>The hearing room requires:</p> <ul style="list-style-type: none"> • adequate lighting, • adequate access to power (e.g. for member equipment), and • should be wheelchair accessible. 			
Furniture and Equipment	Yes	No	Comments
<p>Table area</p> <p>Required to be at least 1 metre wide and 2 metres in length to enable sufficient work area and personal space for participants.</p>			
<p>Seating</p> <p>Sufficient seating to accommodate up to 12 persons in the hearing room.</p>			
<p>Furniture arrangement/room layout</p> <p>Required to be arranged in a way that minimises risk of Tribunal members access to doors or duress alarms being obstructed. E.g. If members are required to leave the room due to aggressive behaviour.</p>			

Teleconference/videoconference facilities Should be available in the room or readily able to be arranged on request.			
Administrative facilities Including computers, telephones, photocopy machines, printers and stationary is available to Tribunal members for the proceedings.			
Water containers and drinking cups should be supplied.			
Safety Considerations	Yes	No	Comments
Patients at risk of agitated or aggressive behaviour in the context of a Tribunal hearing are to be assessed, and where appropriate, strategies to minimise and manage risk are implemented. E.g. checks for concealed weapons or other potentially harmful objects.			
Duress alarm/s Suitably located in the hearing room or made available to Tribunal members for use while in the facility.			
Duress alarm/s Procedures in place to ensure duress alarms are checked prior to the commencement of hearings and that appropriate staff are available to respond.			
Consideration should be given to the items within the hearing room, for example water jugs, glassware etc. to ensure they are safe for Tribunal members and consumers.			
All hearing rooms should have two entry/exit points that are easily accessible.			
General	Yes	No	Comments
Orientation and Swipe card access Tribunal members should be oriented to the facility and emergency evacuation procedures and, if relevant, provided with swipe cards to access room/areas as required.			
A staff member should be available to assist the Tribunal with administrative tasks where required.			