

Decision Maker Information Checklist:

Child and Youth Mental Health

Guide for use

The *Decision Maker Information Checklist* is an optional form for documenting the decision maker for a child or young person's mental health treatment and care. It provides a prompt and record of the important discussions that occur between the clinician, young person and/or parent/guardian about informed consent for inpatient services.

and is making his/her own healthcare decisions).

The checklist does NOT have to be completed on each of these occasions; it is at the discretion of the clinician, treating team and local service to determine how the checklist may be most effectively used. Local services may develop protocols around the checklist and times when or if it is expected to be used.

How does this form support the less restrictive way under the *Mental Health Act 2016*?

Making informed decisions about mental health treatment for a child or young person involves the decision maker having adequate information of the service and the treatments being proposed. This includes treatments that are more restrictive in nature, such as inpatient treatment and physical restraint. Informed decision making ensures that all parties have discussed options and have identified the less restrictive alternatives.

What this checklist does NOT do

The Decision Maker Information Checklist is NOT an informed consent form. It does not provide blanket consent to treatment. Rather, it records that the conversation around informed consent has taken place. It is important that consent, and withdrawal of consent, to various treatments and therapy is discussed and recorded in the clinical record.

When might I use the *Decision Maker Information Checklist* with children and young people?

This checklist is intended to support current documentation practices. It can be used in a range of ways, including:

- as part of the admission or orientation process
- to assist the care planning process
- to assist with discussing restrictive practices as a last resort
- to document the discussion about withdrawal of consent to treatment
- to document a change in decision maker (e.g. change to guardianship or if the child or young person has been determined to have capacity

How do I use the Decision Maker Information checklist?

A decision maker needs to be identified and this should be recorded in section A of the checklist. A capacity assessment should occur prior to the child or young person being recorded as being the decision maker.

For court orders and legal guardians, ensure that documentation evidencing the authority is verified. For instance, foster carers are not able to consent to some treatments, and the legal guardian needs to be recorded.

You may find it useful to read through the checklist prior to discussing the decision-making process with the child or young person, parent or legal

guardian, as a reminder of the areas you will need to explore.

If an interpreter or cultural support person is required, please coordinate this prior to the discussion with the decision maker and/or child or young person. This is recorded in sections F and G of the checklist.

The checklist provides prompts for topics of discussion about informed consent, restrictive practices, and withdrawal of consent. The clinician ticks which topics were covered. Space is provided for additional notes if required, in which the clinician may record information such as:

- the questions that were asked and clarified
- additional information that was provided
- issues of concern for the decision maker

and any other relevant information.

You may use other written resources to assist with the conversation, including information about the inpatient service and treatments, and information about restrictive practices. The *Physical Restraint Information Sheet* may help with the discussion for completion of section C.

Where do I record this checklist?

This *Decision Maker Information Checklist* should be signed and uploaded to CIMHA. Although it is not a consent form, it documents the decision maker who will provide consent, and the discussion of informed consent. Select 'Consent Record' under the clinical note category, and choose an attachment summary for completed checklist to be uploaded.

Follow the naming convention for attachments to ensure that they are easy to find in searches, with **<Attachment>_<date>** in the Description field (e.g. **Consent for Services_20180604**).

Refer to the [CIMHA Attachment Description Naming Convention Factsheet](#) for more information.

For more information about Less Restrictive Way, informed consent and decision making in mental health, refer to the *Guidelines to Providing Treatment and Care in the Less Restrictive Way*.