

## COMMON QUESTIONS ASKED ABOUT APPROVAL PROCESS

### 1. **Just passed my MRPsych Part 11 and need to be approved what do I do?**

- Need to attend a 2 day Section 12 Introductory Training Course before approval can be granted.
- Send complete Application Form with a copy of your CV, ARCP/CPD, DBS check (under 3 years old) and the course attendance certificate.

### 2. **How long does it take for me to get my approval?**

- If all your application is in order and you meet the criteria it should take between 8 to 12 weeks. We normally allow for a two week turnaround with your references and another two to three for the panel to scrutinise your application and make a decision. We ask you to contact us from time to time by email to find out where the delays are and to chase referees where necessary.

### 3. **I am a Staff Grade psychiatrist. Am I eligible?**

- Yes. Approval may be considered for psychiatrists without MRCPsych in non-training grades (eg Staff Grade). They must have a minimum of four years full-time experience in psychiatry worked in various sub-specialities (preferably in training posts and completed structured training equivalent to MRCPsych) and have held their posts for at least six months beyond the 36 month requirement. A full CV is needed. Evidence also required. You must also provide CPD certificate together with a DBS and course attendance.

### 4. **How do I register for CPD**

- You can register for Continuing Professional Development with the Royal College of Psychiatrists either as a full member or an affiliate. This is free to those who have passed their MRCPsych Part 2. Doctors in non-training grades are expected to register for CPD before approval is granted.

### 5. **I am a locum consultant or retired from the NHS. Can I get approved?**

- Yes. Doctors not in permanent NHS employment or in locum posts must include evidence of CPD certificate, attendance at a Section 12 course; contemporary references from two referees, one must be a S12 approved Consultant with whom you have worked for a reasonable period in England or Wales most recently (the Approving Panel considers a minimum of three months in the past twelve months to be reasonable). Approval may be time limited to the duration of a specific locum post or for one or more years.

### 6. **I have not attended a course. Can I be approved?**

- No. It is a national requirement (New Instruction) that applicants for approval must have attended a two day Mental Health Act (Section 12 Approved) Training Course. Your papers may be processed before your course attendance to avoid further delay provided you let us have evidence of your course booking together with your application.

### 7. **My DBS check is over 3 years old. My new employer has not completed processing my DBS check.**

- The panel will accept your previous DBS check and give approval for a short period until your new check arrives (for renewal only).

### 8. **The panel have refused me approval. Can I reapply later?**

- Possibly, but suggested to wait for at least six months from the date of refusal, depending on the reasons given for your refusal. If the problem or issue which

prevented your approval has been addressed you may be approved on reapplication.

**9. I have worked overseas as a psychiatrist after completed 3 years psychiatric training covering sub-specialities. How soon can I be approved in this country?**

- Your psychiatric qualification should be MRCPsych equivalent in addition to the Section 12 Introductory Course requirement and evidence is required of recent mental health practice in the UK of at least twelve months duration including attendance on at least two supervised MH Act Assessments (forms can be obtained by email request to s12acadmin.cnwl@nhs.net).

**10. I cannot find a place on a Section 12 Refresher course before my current approval expires. Can my re-approval be granted?**

- No. It is a national requirement (new Instruction) that applicants for approval must have attended a fresher course Mental Health Act (Section 12 Approved) Training Course. Your papers may be processed before your course attendance to avoid further delay provided you let us have evidence of your course booking. Please include this evidence together with your completed application form, CRB check, CV, CPD/ARCP and CV. Approval can only be given after the course attendance.

**11. I have not received a reminder and my Section 12 is due to expire soon.**

- Did you inform us of changes in your work or home address? It is your responsibility to ensure that your Section 12 approval is up to date. We send reminders approximately 9, 6 and 3 months before the expiry date but we need your correct details.

**12. How do I claim payment for my Section 12 assessments?**

- The Duty ASW who asks you to conduct the assessment should provide you with a claim form. This is usually sent to the Mental Health Act rota Administrator from each Trust who usually authorises payment via the respective CCG/Trust Finance Department. Please contact your Trust/AMHP/LA directly for further information.

**13. Even though I have completed my availability sheet I don't appear to be called for additional work**

- Direct communication locally is the key. Let the AMHP know you are available. AMHP's keep their own list of available Section 12 doctors. If the AMHP is happy with the way you conduct your assessment you are likely to be contacted again.

**14. I am not on the GMC Specialist Registration – How can I apply for AC approval?**

You are recommended to read the Guidance for seeking AC status via the portfolio route – the document is now available at

<https://www.gov.uk/government/publications/mental-health-act-exercise-of-approval-instructions-2013>