



Section 4: Competency framework for Independent Mental Capacity Advocates transferring into the role from qualified:

- Independent Mental Health advocate
- Independent advocate with adults
- Independent advocate with children

Learning outcome				
1. Use Codes of Practice and legislation related to mental capacity to inform practice				
You understand:				
Criteria	Suggested actions	Suggested sources of evidence	Notes	Dated and initialed
1.1 The specific role and responsibilities of an Independent Mental Capacity Advocate (IMCA) as outlined in the Mental Capacity Act	Guided reading Support from mentor	Discussion in supervision or with mentor		

1.2 The Code of Practice for Independent Mental Capacity Advocacy	Guided reading Support from mentor	Discussion in supervision or with mentor		
1.3 The powers that Independent Mental Capacity Advocates have under legislation	Guided reading Support from mentor	Discussion in supervision or with mentor		
1.4 Reports that Independent Mental Capacity Advocates are required to produce	Guided reading Organisational policies and procedures Support from mentor	Discussion in supervision or with mentor		

Reports: statutory requirements and organisational requirements

You are able to work in ways that:

Criteria	Suggested actions	Suggested sources of evidence	Notes	Dated and initialed
1.5 Uphold the principles of the Mental Capacity Act	Job shadowing Support from mentor	Documents ¹ Feedback from individuals, colleagues and other professionals Reflection on practice Discussion in supervision or with mentor		
1.6 Use the Mental Capacity Act Code of Practice to inform Independent Mental Capacity Advocacy practice	Guided reading Support from mentor Job shadowing	Reflection on practice Discussion in supervision or with mentor		
1.7 Produce Independent Mental Capacity Advocacy reports in line with statutory and organisational requirements	Guided reading Organisational policies and procedures Job shadowing Support from mentor Produce reports	Completed reports that meet all set requirements Discussion in supervision or with mentor		

1. Documents could include reports, email correspondence, meeting minutes and so on. Care must be taken to ensure that anything shared is done so in line with GDPR and confidentiality agreements, policies and procedures. This applies to the whole framework.

<p>1.8 Establish when individuals have a right to support from an Independent Mental Capacity Advocate</p>	<p>Support from mentor</p> <p>Job shadowing</p>	<p>Documents</p> <p>Reflection on practice</p> <p>Discussion in supervision or with mentor</p>		
<p>1.9 Use provisions and safeguards within the Mental Capacity Act and its Code of Practice to secure rights and entitlements for the individual</p>	<p>Support from mentor</p> <p>Job shadowing</p>	<p>Documents</p> <p>Outcomes of advocacy intervention</p> <p>Reflection on practice</p> <p>Discussion in supervision or with mentor</p>		
<p>1.10 Evaluate the correctness of the assessment of capacity</p>	<p>Support from mentor</p> <p>Job shadowing</p>	<p>Documents</p> <p>Evaluation</p> <p>Discussion in supervision or with mentor</p>		

1.11 Follow agreed processes for re-assessment of capacity	Support from mentor Job shadowing	Documents Reflection on practice Discussion in supervision or with mentor		
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Learning outcome
 2. Provide support to individuals using non-instructed advocacy

You understand:

Criteria	Suggested actions	Suggested sources of evidence	Notes	Dated and initialed
2.1 The role of the Independent Mental Capacity Advocate where the individual is not able to instruct them	Guided reading Support from mentor	Discussion in supervision or with mentor		
2.2 How to support others understanding of the rights of individuals to have the support of an Independent Mental Capacity Advocate and the referral process that should be followed	Support from mentor Job shadowing	Discussion in supervision or with mentor		

2.3 How to establish the views, wishes and preferences of individuals receiving independent mental capacity advocacy support	Support from mentor Job shadowing	Discussion in supervision or with mentor		
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You are able to work in ways that:

Criteria	Suggested actions	Suggested sources of evidence	Notes	Dated and initialed
2.4 Ensure that agreed referral processes are used for non-instructed advocacy	Support from mentor Job shadowing	Documentation for referral processes meets set requirements Reflection on practice Discussion in supervision or with mentor		
2.5 Use a range of sources to identify the views, wishes and preferences of individuals receiving independent mental capacity advocacy support	Support from mentor Job shadowing	Documents Reflection on practice Discussion in supervision or with mentor		

Learning outcome				
3. Understand the processes for decision-making				
You understand:				
Criteria	Suggested actions	Suggested sources of evidence	Notes	Dated and initialed
3.1 Who can act as an authorised decision maker	Guided reading Support from mentor	Discussion in supervision or with mentor		
3.2 How to work effectively with decision makers	Support from mentor Job shadowing	Discussion in supervision or with mentor		

<p>3.3 The statutory contribution of Independent Mental Capacity Advocates to decision making</p>	<p>Guided reading Support from mentor</p>	<p>Discussion in supervision or with mentor</p>		
<p>3.4 The decision-making process for each of the four decisions that an Independent Mental Capacity Advocate may be involved in</p>	<p>Guided reading Support from mentor</p>	<p>Discussion in supervision or with mentor</p>		

Range

Four decisions: Absolute (change of accommodation, serious medical treatment), discretionary (reviews of care and support, safeguarding)

Learning outcome

4. . Support individuals who are referred for decisions related to long term change of accommodation

You understand:

Criteria	Suggested actions	Suggested sources of evidence	Notes	Dated and initialed
4.1 Accommodation decisions that require the instruction of an Independent Mental Capacity Advocate	Guided reading Support from mentor	Discussion in supervision or with mentor		
4.2 Legislative frameworks that would apply for decisions about accommodation	Guided reading Support from mentor	Discussion in supervision or with mentor		

You are able to work in ways that:				
Criteria	Suggested actions	Suggested sources of evidence	Notes	Dated and initialed
4.3 Ensure that the correct process has been followed for the assessment of capacity for decisions related to change of accommodation	Support from mentor Job shadowing	Documents Reflection on practice Discussion in supervision or with mentor		
4.4 Work with individuals and/or others to explore their views, wishes and preferences about where they would like to live	Support from mentor Job shadowing	Documents Reflection on practice Discussion in supervision or with mentor		
4.5 Consider a range of accommodation options that may be suitable for individuals	Support from mentor Job shadowing	Documents Reflection on practice Discussion in supervision or with mentor		

<p>4.6 Work with individuals and/or others to evaluate the suitability of accommodation options identified by the decision maker</p>	<p>Support from mentor</p> <p>Job shadowing</p>	<p>Documents</p> <p>Reflection on practice</p> <p>Discussion in supervision or with mentor</p>		
<p>4.7 Work with individuals and/or others to assess the potential impact the decision about change of accommodation may have on an individual</p>	<p>Support from mentor</p> <p>Job shadowing</p>	<p>Documents</p> <p>Reflection on practice</p> <p>Discussion in supervision or with mentor</p>		
<p>4.8 Promote the views, wishes and preferences of the individual during the decision-making process</p>	<p>Support from mentor</p> <p>Job shadowing</p>	<p>Documents</p> <p>Reflection on practice</p> <p>Discussion in supervision or with mentor</p>		

<p>4.9 Raise concerns where the views, wishes and preferences of the individual have not been taken account of in the decision-making process and/or the accommodation is not suitable</p>	<p>Support from mentor</p> <p>Job shadowing</p>	<p>Documents</p> <p>Reflection on practice</p> <p>Discussion in supervision or with mentor</p>		
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Range
Range of accommodation options: including eligibility for funding (CHS, third party top ups)

Learning outcome

5. Support individuals who are referred for decisions related to serious medical treatment

You understand:

Criteria	Suggested actions	Suggested sources of evidence	Notes	Dated and initialed
5.1 The criteria for serious medical treatment referrals	Guided reading Support from mentor Job shadowing	Discussion in supervision or with mentor		
5.2 How to assess the impact related to the decision on the individual, of the proposed serious medical treatment	Guided reading Support from mentor Job shadowing	Discussion in supervision or with mentor		

<p>5.3 The importance of seeking a second medical opinion and when this may be appropriate</p>	<p>Guided reading Support from mentor Job shadowing</p>	<p>Discussion in supervision or with mentor</p>		
<p>5.4 Ethical dilemmas related to serious medical treatments</p>	<p>Guided reading Support from mentor Job shadowing</p>	<p>Discussion in supervision or with mentor</p>		
<p>5.5 When decisions about serious medical treatments should be taken to the Court of Protection</p>	<p>Guided reading Support from mentor Job shadowing</p>	<p>Discussion in supervision or with mentor</p>		

5.6 When a Do Not Attempt Resuscitation (DNAR) can lawfully be applied	Guided reading Support from mentor	Discussion in supervision or with mentor		
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Range:
The impact: risks, benefits and ethical issues related to serious medical treatments
The decision: end of life, do not attempt resuscitation, loss of limb, convalescence period

You are able to work in ways that:

Criteria	Suggested actions	Suggested sources of evidence	Notes	Dated and initialed
5.7 Ensure that the correct process has been followed for the assessment of capacity for decisions related to serious medical treatment	Support from mentor Job shadowing	Documents Reflection on practice Discussion in supervision or with mentor		

<p>5.8 Establish the views, wishes and preferences of individuals about the proposed serious medical treatment</p>	<p>Support from mentor</p> <p>Job shadowing</p>	<p>Documents</p> <p>Reflection on practice</p> <p>Discussion in supervision or with mentor</p>		
<p>5.9 Work with the individual and others to assess the impact of the decision of the proposed serious medical treatment for the individual</p>	<p>Support from mentor</p> <p>Job shadowing</p>	<p>Documents</p> <p>Reflection on practice</p> <p>Discussion in supervision or with mentor</p>		
<p>5.10 Promote the views, wishes and preferences of the individual during the decision-making process</p>	<p>Support from mentor</p> <p>Job shadowing</p>	<p>Documents</p> <p>Reflection on practice</p> <p>Discussion in supervision or with mentor</p>		

<p>5.11 Raise concerns where the views, wishes and preferences of the individual have not been taken account of in the decision-making process</p>	<p>Support from mentor</p> <p>Job shadowing</p>	<p>Documents</p> <p>Reflection on practice</p> <p>Discussion in supervision or with mentor</p>		
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Range:

The impact: risks, benefits and ethical issues related to serious medical treatments

The decision: end of life, do not attempt resuscitation, loss of limb, convalescence period

Learning outcome				
6. Support individuals who are referred for decisions related to reviews of their care and support				
You understand:				
Criteria	Suggested actions	Suggested sources of evidence	Notes	Dated and initialed
6.1 When Independent Mental Capacity Advocates can be instructed for accommodation reviews				
You are able to work in ways that:				
Criteria	Suggested actions	Suggested sources of evidence	Notes	Dated and initialed
6.2 Ensure that the correct process has been followed for the assessment of capacity for decisions related to reviews of care and support	Support from mentor Job shadowing	Documents Reflection on practice Discussion in supervision or with mentor		
6.3 Establish the views, wishes and preferences of individuals about the care and support that they would like and the outcomes that they want	Support from mentor Job shadowing	Documents Reflection on practice Discussion in supervision or with mentor		

<p>6.4 Ensure that the least restrictive option has been selected for care and support</p>	<p>Support from mentor</p> <p>Job shadowing</p>	<p>Documents</p> <p>Reflection on practice</p> <p>Discussion in supervision or with mentor</p>		
<p>6.5 Ensure that the views, wishes and preferences of the individual have been taken account of during the decision-making process</p>	<p>Support from mentor</p> <p>Job shadowing</p>	<p>Documents</p> <p>Reflection on practice</p> <p>Discussion in supervision or with mentor</p>		
<p>6.6 Raise concerns where the views, wishes and preferences of the individual have not been taken account of in the decision-making process</p>	<p>Support from mentor</p> <p>Job shadowing</p>	<p>Documents</p> <p>Reflection on practice</p> <p>Discussion in supervision or with mentor</p>		

Learning outcome

7. Support individuals who are referred for decisions related to safeguarding concerns

You understand:

Criteria	Suggested actions	Suggested sources of evidence	Notes	Dated and initialed
7.1 Who is authorised to instruct an Independent Mental Capacity Advocate for safeguarding	Guided reading Support from mentor Job shadowing	Discussion in supervision or with mentor		
7.2 The stages at which an Independent Mental Capacity Advocate may be instructed where there are safeguarding concerns	Guided reading Support from mentor Job shadowing	Discussion in supervision or with mentor		

<p>7.3 Factors that would influence the decision whether an Independent Mental Capacity Advocate should be instructed where other advocacy support is available</p>	<p>Guided reading Support from mentor Job shadowing</p>	<p>Discussion in supervision or with mentor</p>		
<p>7.4 Requirements for information sharing</p>	<p>Guided reading</p>	<p>Discussion in supervision or with mentor</p>		
<p>7.5 Potential issues relating to communication with families where there are safeguarding concerns</p>	<p>Guided reading Support from mentor Job shadowing</p>	<p>Discussion in supervision or with mentor</p>		

7.6 How to establish the outcome that the individual wants from the safeguarding process	Guided reading Support from mentor Job shadowing	Discussion in supervision or with mentor		
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You are able to work in ways that:

Criteria	Suggested actions	Suggested sources of evidence	Notes	Dated and initialed
7.7 Ensure that the correct process has been followed for the assessment of capacity for decisions related to safeguarding	Support from mentor Job shadowing	Documents Reflection on practice Discussion in supervision or with mentor		
7.8 Establish the views, wishes and preferences of individuals about the safeguarding process and the outcomes that they want	Support from mentor Job shadowing	Documents Reflection on practice Discussion in supervision or with mentor		

<p>7.9 Evaluate the potential impact of the protection measures on the individual</p>	<p>Support from mentor Job shadowing</p>	<p>Documents Reflection on practice Discussion in supervision or with mentor</p>		
<p>7.10 Ensure that any protective measures proposed are the least restrictive option</p>	<p>Support from mentor Job shadowing</p>	<p>Documents Reflection on practice Discussion in supervision or with mentor</p>		
<p>7.11 Promote the views, wishes and preferences of the individual during the decision-making process</p>	<p>Support from mentor Job shadowing</p>	<p>Documents Reflection on practice Discussion in supervision or with mentor</p>		

<p>7.12 Raise concerns where the views, wishes and preferences of the individual have not been taken account of in the decision-making process</p>	<p>Support from mentor</p> <p>Job shadowing</p>	<p>Documents</p> <p>Reflection on practice</p> <p>Discussion in supervision or with mentor</p>		
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Learning outcome

8. Support individuals who are referred for issues related to restrictions or deprivation of liberty

You understand:

Criteria	Suggested actions	Suggested sources of evidence	Notes	Dated and initialed
8.1 The role of the Independent Mental Capacity Advocate in relation to Liberty of Protection Safeguards (LPS)	Guided reading Support from mentor Job shadowing	Discussion in supervision or with mentor		
8.2 Routes that can be used for challenging authorisations	Guided reading Support from mentor Job shadowing	Discussion in supervision or with mentor		

8.3 Requirements to visit, support and represent	Guided reading Support from mentor Job shadowing	Discussion in supervision or with mentor		
8.4 Factors which may or may not make a deprivation of liberty in the best interests for the individual	Guided reading Support from mentor Job shadowing	Discussion in supervision or with mentor		

You are able to work in ways that:

Criteria	Suggested actions	Suggested sources of evidence	Notes	Dated and initialed
8.5 Explore how restrictions or deprivation of liberty may impact on the individual	Support from mentor Job shadowing	Documents Reflection on practice Discussion in supervision or with mentor		
8.6 Establish the views, wishes and preferences of individuals about the restrictions or deprivation of liberty and the outcomes that they want	Support from mentor Job shadowing	Documents Reflection on practice Discussion in supervision or with mentor		
8.7 Identify the least restrictive options	Support from mentor Job shadowing	Documents Reflection on practice Discussion in supervision or with mentor		

<p>8.8 Support and represent individuals through the assessment process</p>	<p>Support from mentor</p> <p>Job shadowing</p>	<p>Documents</p> <p>Reflection on practice</p> <p>Discussion in supervision or with mentor</p>		
<p>8.9 Support individuals to appeal or challenge authorisations</p>	<p>Support from mentor</p> <p>Job shadowing</p>	<p>Documents</p> <p>Reflection on practice</p> <p>Discussion in supervision or with mentor</p>		
<p>8.10 Support the 'appropriate person' through the process</p>	<p>Support from mentor</p> <p>Job shadowing</p>	<p>Documents</p> <p>Reflection on practice</p> <p>Discussion in supervision or with mentor</p>		

I confirm that.....has demonstrated achievement of the knowledge and practice learning outcomes set out in this competency framework

Signed: (manager).....

Signed: (independent advocate).....