**Recall process for a CTO Patient**

**Community** Responsible Clinician completes CTO3 form

Patient recalled to the ward

Ward staff complete CTO4 form

*The* ***Inpatient*** *Responsible Clinician now has up to 72 hours to make a decision*

Patient agrees to medication

Yes

No

T2 and capacity and consent form need to be completed

Patient disagrees or is not capable of giving consent, forms to be completed:

* Second Opinion Request Form
* Section 62 Emergency Treatment Form *(to cover treatment being given until the Second Opinion Doctor sees the patient)*

**Within 72 hour period**

Patient released from the ward

Yes

No

If informally on the ward, no paperwork required but MHA team should be informed

If released back into the community on CTO, no paperwork required but MHA team should be informed

If the patient has deteriorated and the **Inpatient** Responsible Clinician decides that they need to be detained the CTO5 form needs to be completed (revocation)

If revoked, patient returns to their original inpatient Section. The Mental Health Act Team will give the ward a copy of the Section. Start date will be the revocation date of the CTO

* Patient recalled to the ward by the **Community** Responsible Clinician by completing CTO3 form
* Patient admitted to the ward, ward staff complete CTO4 form. The **Inpatient** Responsible Clinician now has up to 72 hours to make a decision (this decision can be made immediately though)
* If the patient agrees to medication a T2 and capacity and consent form need to be completed. If the patient disagrees or is not capable of giving consent a Second Opinion Request Form needs to be completed and a Section 62 Emergency Treatment Form to cover treatment being given until the Second Opinion Doctor sees the patient
* In the 72 hour period, the **Inpatient** Responsible Clinician can decide to let the patient go out into the community on the CTO if well enough or stay informally on the CTO, no paperwork is completed for this decision. The Mental Health Act Dept need to be informed if this happens. If the patient has deteriorated and the Inpatient Responsible Clinician decides that they need to be detained the CTO5 form needs to be completed (revocation) (with an Approved Mental Health Professional)
* If the patient is revoked they are now back on their original inpatient Section. The Mental Health Act Dept will give you a copy of this Section. The start date will be the revocation date of the CTO