



Mental Capacity Assessment Meeting

Terms of Reference

1. Background:

The Mental Capacity Assessment Meeting is convened to assess the mental capacity of [Resident's Name], residing in [Name of Nursing Home].

The purpose of this meeting is to determine the resident's capacity to make specific decisions about their care, treatment, and living arrangements in accordance with the Mental Capacity Act 2005.

2. Frequency:

Meetings should initially take place as soon as possible following a concern that a resident lacks capacity to make a specific decision for themselves.

3. Purpose:

To conduct a thorough assessment of [Resident's Name]'s mental capacity to make decisions regarding their personal welfare and/or property and financial affairs.

To apply the principles and statutory criteria outlined in the Mental Capacity Act 2005 to the assessment process.

To ensure that decisions made on behalf of the resident are made in their best interests when they lack the capacity to make decisions themselves.

To involve the resident, their Relevant Persons Representative (if applicable), family members, and relevant professionals in the assessment process.

4. Scope:

Assess the resident's ability to understand information relevant to the decision at hand.

Evaluate the resident's ability to retain information long enough to make a decision.

Assess the resident's ability to weigh information and communicate their decision effectively.

Consider any fluctuating capacity issues and factors affecting the resident's ability to make decisions.

Review any existing assessments or documentation related to the resident's mental capacity.

5. Participants:

Resident: [Name of Resident]

Relevant Persons Representative (if applicable): [Name of RPR]



Family Members or Representatives: [Names of Family Members or Representatives]

Nursing Home Staff: [Names and Roles]

Social Worker/Care Coordinator: [Name and Role]

Healthcare Providers: [Names and Roles]

Legal or Advocacy Representative (if applicable): [Name and Role]

Any other relevant professionals involved in the resident's care and support.

6. Objectives:

To determine whether the resident has the mental capacity to make specific decisions outlined in the assessment.

To ensure that any decisions made on behalf of the resident are made in accordance with the Mental Capacity Act 2005 and in their best interests.

To document the assessment process, findings, and recommendations regarding the resident's mental capacity.

To establish a clear plan for ongoing monitoring and review of the resident's mental capacity as necessary.

7. Meeting Logistics:

Date: [Scheduled Date of the Meeting]

Time: [Scheduled Time of the Meeting]

Location: [Meeting Venue]

Chairperson: [Name and Role of the Chairperson]

Agenda: A structured agenda will be circulated prior to the meeting, outlining topics for discussion, time allocations, and objectives.

8. Documentation:

Meeting minutes will be recorded to document discussions, decisions made, and actions agreed upon during the mental capacity assessment meeting.

A formal mental capacity assessment report will be prepared summarizing the findings and recommendations.

Copies of the minutes and assessment report will be distributed to the resident, family members, Relevant Persons Representative (if applicable), healthcare providers, and maintained in the resident's care records.