



Mental Capacity Act (MCA) 2005 audit tool for General Practice

1. Introduction

The Mental Capacity Act 2005 (MCA) provides a statutory framework for people who lack capacity to make decisions, or who have capacity and want to make preparations for a time when they may lack capacity in the future. It sets out who can take decisions, in which situations and how they should go about it. The Act applies to all those involved in providing health and social care in England and Wales.

This audit tool can be used in primary care to assess how well your practice is performing, and will demonstrate gaps where changes may need to be made.

Practice Name:
Date of Audit:
Person or persons completing the audit:

2. About the practice

Indicate the prevalence of the following conditions as a percentage of the total list size in the practice. These are the groups of patients who may typically lack capacity to make some decisions for themselves.

Total list size:		
Severe mental health condition	Total number:	%
Learning disability	Total number:	%
Stroke	Total number:	%
Dementia	Total number:	%
Care home population	Total number:	%

3. Policy

Does your practice have a mental capacity act policy?	Yes	No
Does your practice have a mental capacity lead?	Yes	No
Does your policy outline when and how a capacity test should be undertaken?	Yes	No
Does your policy explain the best interest process?	Yes	No
Does your practice have a mental capacity assessment checklist?	Yes	No
Does your practice have a best interest decision checklist?	Yes	No

4. Training

Do staff have easy access to the <i>Mental Capacity Act Code of Conduct</i> ?	Yes	No
What percentage of clinical staff have had MCA training?	%	
What percentage of staff have had Deprivation of Liberty Safeguard Training?	%	
Are all clinical staff kept up to date with relevant case law?	Yes	No
If so outline how this is done-		
Is the use of restraint recorded?	Yes	No
If so outline how:		

5. Capacity Assessments

How does the practice record capacity assessments?		
Do these records incorporate the impairment of the mind or brain that prevents the person from making a decision?	Yes	No
Does the record demonstrate use of the five key principles of the MCA? (<i>presume capacity/support decision making/allow for the unwise decision/best interest/least restrictive option</i>)	Yes	No

6. Best Interest Decision Making

How does the practice record best interest decisions?
What evidence can the practice provide about who has been consulted regarding best interest decisions?
Are the patient's previous wishes and feelings recorded? What evidence do you have for this?
Does your practice policy record when an IMCA is requested or used?

7. Capacious Decision Making

How does the practice record whether a patient has appointed an LPA for health and welfare?	
Is this in your policy?	Yes / No
How does the practice record whether a patient has an ' <i>advanced decision to refuse treatment?</i> '	
Is this in your policy?	Yes / No

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