



MENTAL HEALTH UNIT BULLETIN

INTRODUCTION

Welcome to the fifth MHU bulletin. This edition provides details of MHU's office closures at Christmas and how to contact us in an emergency. It offers training for supervisors and gives the dates for MHU Open Days for 2009. Finally it clarifies the details we need when supervisors email us their quarterly reports on CD patients.

Please cascade to all members of staff who work with MHU. We are still developing our distribution list so please let us know if you have any colleagues that should be on our list.

If there is anything you would like us to cover in future editions, or if you have any comments please contact [Naomi Hawdon](#).

[Elizabeth Moody and Penny Snow](#), Joint Heads of Unit

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OFFICE CLOSURES AT CHRISTMAS AND NEW YEAR

MHU will be closed from Wednesday 24 December until Monday 29 December inclusive, and on Thursday 1 January. If you need to talk to someone urgently, please ring the switchboard on 020 7035 4848, select option 5 and ask to speak to the on-call Duty Officer for MHU.

On 30 and 31 December the office will be open, but with a skeleton staff only.

APPLICATIONS FOR LEAVE OF ABSENCE OVER CHRISTMAS 2008

The deadline for submitting these has now passed. We will process all applications received by the deadline (28 November) but cannot guarantee to process those received later.

TRAINING FOR SUPERVISORS

If you feel that an input from MHU to the training for supervisors who manage patients in the community would be helpful, please contact the appropriate Casework Manager who has regional responsibilities for your area. Details of who deals with which area can be found on our website www.mentalhealthunit.com, on our telephone list under the "Contact" section. We may then be able to arrange for someone to come and talk with staff about the work of Mental Health Unit and the expectations we have of supervisors in such circumstances. Detailed guidance for supervisors ("Guidance for social supervisors" and "Guidance for psychiatric supervisors") can also be found on the website, again under the "Guidance" section.

OPEN DAY DATES IN 2009

Attending an MHU Open Day is a useful way of finding out more about the role of MHU in managing restricted patients. Dates for Open Days in 2009 are:

- Monday 26 January
- Tuesday 24 February
- Wednesday 25 March
- Thursday 30 April
- Monday 22 June
- Wednesday 26 August
- Friday 30 October
- Tuesday 15 December.

If you would like to attend an Open Day, please contact Linda Doran on 020 7035 1444, Naomi Hawdon on 020 7035 1445 or Mel Flint on 020 7035 1484.

EMAILING CD REPORTS

Some Trusts have been reluctant to allow supervisors to email CD reports to us because of concerns about confidentiality. We do not need to have full details of the patient, but we are not able to identify a patient solely by his or her initials. We believe that we can meet the concerns about confidentiality if reports identify the individual by two of the following three items: the patient's name or initials; the patient's date of birth; and the patient's MNP number. Reports should be emailed to cdreports@justice.gsi.gov.uk.

If these arrangements are not sufficient to meet Trust requirements, supervisors should send the report by fax instead to our dedicated CD reports fax number which is 0870 336 9163. Alternatively, they can be sent through the post.