

## DoLS CHECKLIST FOR MANAGING AUTHORITIES — CARE HOMES AND HOSPITALS

|  | <i>Wednesday</i>     | <i>Wednesday</i>     | <i>Wednesday</i>     | <i>Wednesday</i>    | <i>Tuesday</i>     |
|--|----------------------|----------------------|----------------------|---------------------|--------------------|
|  | <b>04-Mar</b>        | <b>11-Mar</b>        | <b>18-Mar</b>        | <b>25-Mar</b>       | <b>31-Mar</b>      |
|  | <b>4 weeks to go</b> | <b>3 weeks to go</b> | <b>2 weeks to go</b> | <b>1 week to go</b> | <b>1 day to go</b> |
| <b>BASIC UNDERSTANDING OF DoLS</b>   |                      |                      |                      |                     |                    |
| <b>1. Do your staff understand that an order is required if an incapacitated patient or resident is being deprived of their liberty?</b> | Yes/No               | Yes/No               | Yes/No               | Yes/No              | Yes/No             |
| <b>2. Do your staff understand what 'deprivation of liberty' is?</b>   | Yes/No               | Yes/No               | Yes/No               | Yes/No              | Yes/No             |
| <b>3. Are staff clear about what to do if someone subject to an authorisation absents themselves from the hospital or home?</b>          | Yes/No               | Yes/No               | Yes/No               | Yes/No              | Yes/No             |
| <b>4. Are your staff clear as to how to obtain legal advice about the scheme?</b>  | Yes/No               | Yes/No               | Yes/No               | Yes/No              | Yes/No             |
| <b>DOCUMENTATION</b>   |                      |                      |                      |                     |                    |
| <b>5. Do you have copies of the Act and the Code of Practice for staff to consult?</b>   | Yes/No               | Yes/No               | Yes/No               | Yes/No              | Yes/No             |
| <b>6. Do you have copies of all of the standard forms that staff will need to complete?</b>  | Yes/No               | Yes/No               | Yes/No               | Yes/No              | Yes/No             |
| <b>7. Do you have a supply of Department of Health leaflets to give to patients or residents, and others?</b>                            | Yes/No               | Yes/No               | Yes/No               | Yes/No              | Yes/No             |
| <b>PREPARATIONS</b>  |                      |                      |                      |                     |                    |
| <b>8. Do you know how many patients or residents are likely to require orders on 1 April?</b>  | Yes/No               | Yes/No               | Yes/No               | Yes/No              | Yes/No             |

|   |        |        |        |        |        |
|---|--------|--------|--------|--------|--------|
| <b>9. If a significant number will require an order, have you arranged for staff to begin drafting the necessary forms during the week before 1 April? (Only sign, date and send them on 1 April)</b> | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |
| <b>10. Have you received contact details from your local authority or PCT concerning whom to send requests for standard authorisations to?</b>  | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |
| <b>11. Are arrangements in place for opening a separate DOLs folder for each patient or resident who is subject to the scheme?</b>  | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |
| <b>12. Have you reviewed your insurance arrangements in respect of an possible claims for unlawful detention through non-compliance with the scheme?</b>  | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |
| <b>DEVELOPMENT OF POLICIES AND PROCEDURES</b>   |        |        |        |        |        |
| <b>13. Have you developed the policies, procedures and protocols required by the Code of Practice?</b>  | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |
| <b>14. Have you devised simple registers for keeping track of urgent authorisations, and requests for standard authorisations, and in particular when they expire?</b>                                | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |
| <b>15. Are arrangements for auditing the scheme, and for minimising the use of deprivation of liberty, in place?</b>  | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |

| <b>MANAGEMENT DECISIONS</b>   |        |        |        |        |        |
|---|--------|--------|--------|--------|--------|
| <b>16. Have you appointed a DOLs manager to manage the scheme, maintain the registers, and liaise with assessors and supervisory bodies?</b>                      | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |
| <b>STAFF TRAINING</b>   |        |        |        |        |        |
| <b>17. Have you authorised and trained staff on how to complete urgent authorisation forms on 1 April?</b>  | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |
| <b>18. Are staff clear as to when it is lawful for the care home or hospital to grant itself an urgent authorisation?</b>   | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |
| <b>19. Are your staff clear as to how to request an extension of an urgent authorisation where it will expire before a standard authorisation can be granted?</b> | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |
| <b>20. Have you authorised and trained staff on how to complete the form to use for requesting a standard authorisation on 1 April?</b>                           | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |
| <b>21. Are staff clear about when a standard authorisation must be requested in respect of pending admissions to the care home or hospital?</b>                   | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |
| <b>22. Do your staff know the rules as to which local authorities and PCTs forms should be sent to?</b>   | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |
| <b>23. Do staff know how to check the terms of each standard authorisations, and the importance of complying with any conditions, etc?</b>                        | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |

|  |        |        |        |        |        |
|--|--------|--------|--------|--------|--------|
| <b>24. Are staff clear about the information which assessors have the right to see?</b>                                      | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |
| <b>25. Are staff clear about the rights of residents' and patients' representatives and IMCAs?</b>                           | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |
| <b>26. Do staff know when they must request a review of a standard authorisation?</b>  | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |
| <b>27. Do staff know when they must suspend a standard authorisation, and when they are required to lift the suspension?</b> | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |

Eversheds Consultant, Anselm Eldergill, has advised and drafted the Department of Health DoLS guidance as well as all of the paperwork that both managing and supervisory bodies will be required to complete for authorisations and renewals under the DoLS scheme

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