


I'm not robot  reCAPTCHA

**Next**

**3. Capacity Assessment** *Note: If capacity is affected further details MUST be provided in this section. Continue to Section 4 if capacity is unaffected*

Your work capacity is affected by your injury/condition as follows:

Physical Function	CAN	WITH MODIFICATIONS	CANNOT	Physical Function - Additional Comments eg. limits on durations, weight-handling capacity, repetitive or sustained postures, movements or forces:
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stand/Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reach above shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use injured arm/hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Neck movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Mental Health Function	NOT AFFECTED	AFFECTED	Mental Health Function - Additional Comments eg. effects of mental health symptoms, cognitive function:
Attention/Concentration	<input type="checkbox"/>	<input type="checkbox"/>	
Memory (short and/or long term)	<input type="checkbox"/>	<input type="checkbox"/>	
Judgement (ability to make decisions)	<input type="checkbox"/>	<input type="checkbox"/>	

Other Functional Considerations - not listed above

Other Functional Considerations - Additional Comments eg. effects of medication:

Work Environment Considerations eg. physical (temperature, noise, space, light) or mental health considerations that affect work capacity:

Mental Capacity Act 2005

Record of an Assessment of Mental Capacity



This form is to be used to record assessments of capacity where a significant decision is required and there is a concern that the person may not be able to make it themselves. It should be completed by the relevant Decision Maker. (Who fulfils this role will depend upon the nature of the decision but it is important that this is clarified at the outset)

The Decision Maker is responsible for the assessment of mental capacity but can seek the views of others who know the person to help them (see MCA Code of Practice 4.51 – 4.54). Referrals to specialist mental health or learning disability professionals may be needed in some particularly complex cases but is expected that social care staff will have the necessary skills to be able to make mental capacity assessments in most situations. Where a referral for specialist advice is thought to be necessary, the request must make it clear that the decision maker is not asking for a formal mental capacity assessment but rather for assistance in reaching their own conclusions. The main exception to this principle is where the mental capacity assessment is likely to be subject to legal scrutiny, for example, as evidence relating to a Court of Protection application. In these cases the Court will expect to see a formal mental capacity assessment that has been undertaken by a psychiatrist.

Name:	Date of birth:
SWIFT/RIO no.	Date of assessment:

**Decision required:**  
(as specific as possible)

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**Decision maker:**  
(name, job title and organisation)

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**When does the decision need to be made?**

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**Who is concerned that this person may lack capacity to make the above decision?**

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**What is the reason for their concern?**

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**Has the person given consent for this assessment to take place?**  
Yes / No/ Not able to give consent

Organizational Capacity Assessment

	Assessment	Recommendations
Strategic Leadership	<b>Leadership</b> <ul style="list-style-type: none"> <li>Formal leadership is consistent with organizational structure</li> <li>Formal leadership is not always properly used</li> </ul>	<ul style="list-style-type: none"> <li>Encourage staff to take on leadership roles in areas where they are not currently doing so</li> <li>Encourage staff to take on leadership roles in areas where they are not currently doing so</li> </ul>
	<b>Strategic Planning</b> <ul style="list-style-type: none"> <li>There is no clear organizational strategy</li> <li>There is no formalized and implemented system of analysis that would lead to long term organizational success</li> <li>Senior management believes it is the responsibility of HQ to provide strategic planning, and that field programs should be implementing specific</li> </ul>	<ul style="list-style-type: none"> <li>Support better alignment of HQ capacity to field program planning, in the context of the strategic direction of health priorities and competencies</li> <li>As HQ prepares to transfer MFLU cases to CHNs there needs to be clear discussions that map a clear strategic direction for MFLU operations. MFLU should be included in field level</li> <li>Strategy should support issues of equity</li> <li>HQ should provide technical support in the area as there is limited operational staff and local resources</li> <li>Field needs to establish a pattern of published responses to the environment, including resource requirements, formulation and implementation activities that lead to long term organizational success</li> </ul>
	<b>Governance</b> <ul style="list-style-type: none"> <li>Board of Directors reviews financial health and risk</li> <li>There is an absence of clear policies that would serve to support optimal governance practices</li> </ul>	<ul style="list-style-type: none"> <li>Developing activities needs to identify the support organization</li> <li>Board needs to ensure that activities whether the activities is relative of a far and equity policy</li> <li>Operations should be well defined and shared by all individuals that comprise the organization, and not solely by one individual</li> </ul>
	<b>Structure</b> <ul style="list-style-type: none"> <li>Although many of the staff are aware of formal structures, there are informal structures within the organization that staff must adhere to which often cause confusion</li> <li>Departmental lines are crossed easily, particularly in cases of collaboration</li> <li>Structural authority is not used to further issues of equity</li> <li>Staff have access to other units in the organization that are important to their work</li> <li>Although coordination is encouraged within the organization, effort means of coordination are not easily followed</li> <li>There are not clear lines of accountability</li> <li>Decision making is centralized which has negative consequences (i.e. operational practices, slow the process)</li> </ul>	<ul style="list-style-type: none"> <li>HQ to review technical assistance in establishing clear and effective systems</li> <li>Clear policies would assist in establishing clear structure and systems</li> <li>HQ must ensure that management teams are working effectively together that come in the area of management</li> </ul>
<b>Managerial Staff</b> <ul style="list-style-type: none"> <li>Organization does not recruit, recruit or select human resources effectively</li> <li>There is no clear HR policy in place. There are policies in which members of the organization given incentives to, but they are unclear</li> <li>Although administrative staff is currently trying to implement performance assessment, technical makes the Method of</li> </ul>	<ul style="list-style-type: none"> <li>There needs to be strategic management of HR</li> <li>management vision and mission for the organization</li> <li>The activities needs more of a far general and equity policy</li> <li>Additional training/professional development needs for staff need to be provided</li> </ul>	
Human Resources	<b>Technical Support (Volunteers)</b> <ul style="list-style-type: none"> <li>No completion of staff assessment forms</li> <li>There is no formalized system for staff assessment</li> <li>Observation due to the fact that volunteers pay for trips there is no right to work or volunteer. There are some forms are not used in some forms as "medical support" or "technical support" and</li> <li>Coordination between HQ and field do not always coincide regarding the CHN field staff</li> <li>Unsure if the volunteer process, but from observation does not appear to be very comprehensive</li> </ul>	<ul style="list-style-type: none"> <li>Volunteers should undergo regular screening procedures</li> <li>Volunteers should be seen more in the scope of technical practice, which would ensure they are working longer</li> <li>Volunteer 1000 should be into the scope of field program</li> <li>As MFLU operations transition to preventive health, and they move to training teams are not from needs to address development of training team 1000 to complement program activities</li> <li>HQ and field need to ensure there are clear roles for the use of volunteers in the new phase of programming</li> <li>HQ can consider sending different types of volunteers, not only medical activities</li> </ul>
	<b>Technology</b> <ul style="list-style-type: none"> <li>There is currently no formal system in place</li> <li>Communication systems (phone and internet) are unreliable which makes external communications difficult</li> </ul>	<ul style="list-style-type: none"> <li>Formal reports (i.e. financial spending, financial forecast) should be provided to senior and local managers. This would assist managers in understanding overall budgetary requirements</li> </ul>
Program Management	<b>Finance</b> <ul style="list-style-type: none"> <li>Financial reporting is unclear</li> <li>Operational budgeting is not always well executed. Often activities and programmatic activities are made by administrative staff who are not well versed in programmatic</li> </ul>	<ul style="list-style-type: none"> <li>Longer management meetings should be implemented in which ongoing financial issues are discussed at length. Strategic planning needs</li> <li>HQ could encourage this by requesting that all monthly management meeting minutes be submitted to HQ</li> <li>Planning process and programmatic development need to be funded with both operational staff and local resources</li> <li>Budgetary planning should involve HQ and senior local staff members</li> <li>A Program Manager or Director could potentially assist with strengthening this area. The person would have to have strong management experience, and have the ability to coordinate management from across management</li> </ul>
	<b>Implementation</b> <ul style="list-style-type: none"> <li>Coordination between HQ and field program implementation due to local resources and strategic planning of senior level</li> </ul>	<ul style="list-style-type: none"> <li>Support should be decided upon at the field level</li> <li>Additional staff resources should be used in the area of</li> </ul>



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