• When placing a patient on a Form 3 or Form 4, all sections of this documentation record must be completed.
• The Form must be completed in the chronological sequence of #1 through to #4 as listed below.
• The Mental Health Act clearly stipulates that step #3 must be completed prior to step #4.
• This documentation record is to be filed in the patient’s chart with the accompanying mental health act forms.

1. Patient Name __________________________________________________________

2. Mental Health Act Form signed by Attending Physician (staff or resident)

☐ Date _______________ Time _______________

3. Mental Health Act Form filed with the Officer in Charge (Psychiatrist-in-Chief: Fax 8654)

☐ Yes

☐ Date _______________ Time _______________

4. Mental Health Act Form reviewed by Officer in Charge or Delegate

☐ Yes

☐ Date _______________ Time _______________

☐ Signature ______________________________________________________________

☐ Print Name ____________________________________________________________

5. Last documented assessment by attending physician of the patient prior to initiation of Mental Health Act Form

☐ Date _______________ Time _______________

6. Original Form of “Notice to Patient” given to patient with copy placed in chart

☐ Date _______________ Time _______________
Mental Health Act Terminology

Forthwith following completion and filing of a certificate of involuntary admission or of a certificate of renewal, the officer in charge or his/her delegate shall review the certification documents to ascertain whether or not they have been completed in compliance with the criteria outlined in this Act and where, in his/her opinion, the documents are not properly completed, the officer in charge shall so inform the attending physician and, unless the person is re-examined and released or admitted in accordance with subsections (1) and (2), the officer in charge shall release the person (McKelvey & Bohnen, p.229).

Attending Physician

The physician to whom responsibility for the observation, care and treatment of a patient has been assigned (McKelvey & Bohnen, p. 219). For the purposes of MSH, this includes the resident, staff psychiatrist or psychiatrist on-call.

Officer in Charge

Officer who is responsible for the administration and management of a psychiatric facility (p. 219). For the purpose of filing this form, the officer in charge is the psychiatrist-in-chief. For the purposes of reviewing this form, the officer in charge responsibility has been delegated to the staff psychiatrist, on-call staff psychiatrist or emerg staff physician.

For the purposes of MSH, when a resident completes a Form 3 or Form 4, one of the staff psychiatrists will take the role of Officer in Charge. When one of the staff psychiatrists completes a Form 3 or Form 4, another staff psychiatrist will take the role of Officer in Charge.

On off-hours, weekends and/or holidays, if the on-call psychiatrist completes a Form 3 or Form 4, a 9 South RN will review the form as a delegate of the Officer in Charge.

Reference


Mental Health Act, R.S.O. 1990 C.M.7.