

WBL Logbook Sheet Template



Competency e.g. 1	Learning Outcome e.g. 1.1	Example Number
2	2.2	1 of 2

Evidence provided
 e.g. letter to client dated 01.01.2017, Telephone attendance note dated 01.01.2017

Letter dated 4 April 2018.

Explain how the example meets the learning Outcome and how the evidence shows this

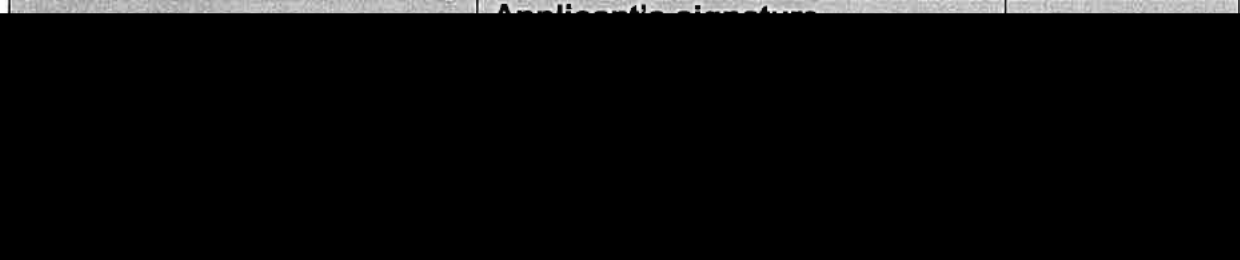
I was representing █████ in relation to her detention under section 3 Mental Health Act 1983. █████ was a 20-year-old woman with dyslexia and possibly other learning difficulties due to the fact she had spent many years in hospital and had not had the benefit of regular school lessons. During our initial meeting, we discussed me sending correspondence; █████ requested that any correspondence was not too complicated due to her dyslexia. I was able to gauge █████ level of comprehension of words during our initial meeting as she would sometimes query what a certain word meant.

Usually, when sending initial correspondence to clients, I will send them a letter several pages in length to summarise what was discussed at the initial meeting and to outline the law and their rights; however, this was not appropriate in █████ case. I therefore sent her a two-page letter using simple language which provided very basic information which could be elaborated upon at the next and further meetings.

Reflection and evaluation
 Describe what you learnt from the activity you undertook to meet the Learning Outcome. You may want to complete this section at a later date once you have had time to reflect on your practice and experience.

I have learnt that not everyone is the same and you cannot use standard procedures or pro forma for every client. Although, ideally, I would have liked to send █████ more detailed information about her situation, inevitably this would have overcomplicated matters for her and she would have found it difficult to read and understand.

Date work completed: (i.e. evidence date)	04/04/2018
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Our Ref: [REDACTED]

Private & Confidential

[REDACTED]

4 April 2018

Dear [REDACTED]

Summary of our First Meeting

I refer to our meeting on 23 March 2018 when I came to see you to give you some legal advice about your detention under the Mental Health Act 1983. It was nice to meet you.

Relevant background information

You have been in hospital once before as an informal patient when you were a child.

This admission started in 2014 after you had hallucinations, tried to set fire to yourself and got in trouble with the police.

Your instructions

You said you want to be discharged from section 3 Mental Health Act 1983. You would take your medication and keep in touch with your care team.

You told me you have a Tribunal hearing coming up as you have not had one in the last three years.

My advice

The Tribunal will have three people look at your case – a judge, a doctor and a third person who has experience with mental health. You can meet the Tribunal doctor before your hearing. You told me you would like to do this.

The Tribunal will discharge you if it doesn't think you need to be on a section.

In order to make a decision, the Tribunal will read reports about you and ask your care team questions. You can also tell the Tribunal what you think about being on a section. My job is to help you with this.

At the end of your hearing, the Tribunal will tell you if they have discharged you.

Other routes to discharge

You can also be discharged by:

- Your responsible clinician;
- The hospital managers at a hearing; and
- Your nearest relative which is your mum, J [REDACTED]

If you want any further information about these routes to discharge, please let me know.

Agreed plan of action

I will get hold of your section papers to check that your section is lawful.

I will tell the hospital and the Tribunal that I will be helping you with your hearing.

I will see you again in two weeks' time.

Enclosures

With this letter are two other letters:

- A client care letter; and
- A terms of business letter.

These are quite long and complicated.

Please speak to the advocates E [REDACTED] or M [REDACTED] if you need help to read them, or I can explain them at our next meeting.

Please telephone me on the number below if you have any questions.

I look forward to speaking to you again shortly.

Yours sincerely

[REDACTED]