



# REQUEST FORM APPROVAL AS A MENTAL HEALTH OFFICER

*Mental Health Act 2013 section 139*

## WHO SHOULD COMPLETE THIS FORM?

Mental Health Officers may be responsible under the *Mental Health Act 2013* for taking a person into protective custody and for undertaking escort and transport functions in certain circumstances.

To be approved as a Mental Health Officer under the Act, a person must have skills, qualification or experience relevant to the responsibilities of Mental Health Officers under relevant provisions of the Act.

Approval will be granted by the Chief Civil Psychiatrist or the Chief Forensic Psychiatrist (as relevant).

Approval will only be granted to individuals:

- Who have successfully completed the Mental Health Officer (Mental Health Act 2013) Online Competency Training Package, available here <https://theo.dhhs.tas.gov.au/course/view.php?id=209>, and
- Who are familiar with the *Mental Health Act 2013*, which can be found here <http://www.thelaw.tas.gov.au>, and
- Who are familiar with relevant Chief Psychiatrists Standing Orders and Clinical Guidelines, which can be found here [http://www.dhhs.tas.gov.au/mentalhealth/mental\\_health\\_act/mental\\_health\\_act\\_2013\\_new\\_mental\\_health\\_act/clinical\\_guidelines\\_and\\_standing\\_orders](http://www.dhhs.tas.gov.au/mentalhealth/mental_health_act/mental_health_act_2013_new_mental_health_act/clinical_guidelines_and_standing_orders), and
- Whose approval is supported by their Team Leader, and
- Whose approval is consented to by:
  - If the person is a Tasmanian Health Organisation employee:
    - The Directors of the Departments of Emergency Medicine in the relevant region for Department of Emergency Medicine staff within that region
    - The Clinical Director, Forensic Mental Health Services for forensic mental health services staff Statewide
    - The Clinical Director, Correctional Primary Health Services for correctional primary staff Statewide
    - The Clinical Directors for Mental Health Services in the relevant region for mental health services staff in that region
    - The Clinical Directors for Mental Health Services in the relevant region for any other Tasmanian Health Organisation staff in that region
  - If the person is an ambulance officer - the Chief Executive Officer, Ambulance Tasmania
  - If the person is a police officer - the Commissioner of Police

## APPLICANT DETAILS

Employee Number: \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Agency/Unit: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Work Email: \_\_\_\_\_

## OFFICE OF THE CHIEF PSYCHIATRIST



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## TEAM LEADER ENDORSEMENT

I endorse the applicant's approval as a Mental Health Officer for the purposes of the *Mental Health Act 2013*.

I have worked with the applicant for \_\_\_\_\_ years \_\_\_\_\_ months and consider the applicant to be competent to perform the functions of a Mental Health Officer under the *Mental Health Act 2013*.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature \_\_\_\_\_ Date:     /     /

## DIRECTOR / CLINICAL DIRECTOR / CEO / COMMISSIONER of POLICE CONSENT

I consent to the applicant's approval as a Mental Health Officer for the purposes of the *Mental Health Act 2013*.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature \_\_\_\_\_ Date:     /     /

## REQUEST FOR APPROVAL

I confirm that I have completed the Mental Health Officer Training Package and that I am familiar with the *Mental Health Act 2013* and with relevant Chief Psychiatrists Standing Orders and Clinical Guidelines. I hereby seek approval as a Mental Health Officer under the *Mental Health Act*. I have attached the following documentation in support of my request:

- Evidence of AHPRA registration **OR**  Evidence of qualification  
 My curriculum vitae **OR**  A document summarising my experience in mental health and/or related settings (1 – 2 paragraphs)

Signed: \_\_\_\_\_ Date:     /     /

## WHAT HAPPENS NEXT?

Please send this COMPLETED form, and the above listed documentation, to:

Mental Health Act Team  
Mental Health, Alcohol and Drug Directorate  
GPO Box 125  
HOBART TAS 7001  
Email: [mhact@dhhs.tas.gov.au](mailto:mhact@dhhs.tas.gov.au)

Once your nomination is received it will be checked before being provided to the Chief Civil Psychiatrist or Chief Forensic Psychiatrist (as relevant) for consideration. You will be advised of the outcome of your nomination as soon as is practicable in the circumstances.

If you have any questions about the progress of your request for approval please phone 03 6166 0784 or email [mhact@dhhs.tas.gov.au](mailto:mhact@dhhs.tas.gov.au)