

## THE HUNTERCOMBE HOSPITAL ROEHAMPTON

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Mental Health Act Administrator
<b>REPORTING TO:</b>	Social Worker
<b>ACCOUNTABLE TO:</b>	Hospital Manager
<b>LOCATION:</b>	The Huntercombe Hospital - Roehampton

#### **KEY OBJECTIVES :**

- To safeguard the organisation and those detained by it under the Mental Health Act through ensuring robust application of the law and associated guidance.
- Ensure procedures and practices are in place to ensure that- legal documents are scrutinised; landmark dates are monitored; patients are given their rights; appeals to the Tribunal service and Hospital Managers are coordinated; all other areas of the Act are complied with.
- To work closely with the whole staff team, specifically the Responsible Clinicians and Ward Managers/Nursing team leaders, acting as a point of liaison between the service and the Hospital Managers (MHA Managers), the Tribunal service, legal representatives, social workers and other external agencies as required in the course of the role.
- To be accessible to patients and will offer advice/information regarding detention under the Act as is in keeping with the role.

#### **Key role- Mental Health Act Administration**

1. To receive and scrutinise all Mental Health Act documentation, arranging for amendment where necessary and lawful.
2. To monitor landmark dates during detention, for example the expiry of sections, consent due dates, referrals to the Tribunal etc. providing timely reminders to the RC and unit staff.
3. To arrange for appeals and renewals to be heard by the Hospital Managers- requesting reports, co-ordinating hearings and liaising with all parties to ensure attendance.
4. To co-ordinate appeals to the Mental Health Tribunal.
5. To maintain a database of MHA activity within the service.
6. To act as a point of contact for patients to offer information as required on the MHA, liaise with solicitors, advocates and any others as required in association with the role.
7. To monitor compliance with all aspects of the Act through reminder systems and prompts to staff in relation to rights, leave, consent and in any other relevant areas.

8. To conduct audits as required.
9. To assist in the organisation/preparation for CQC visits and in the response to reports, as requested by your Manager.
10. Where appropriate, ensure Nearest Relatives are provided with written information on detention (or transfer under section) and subsequently, ensure they are informed of MHA events in line with the patient's wishes e.g. invitations to Manager's Appeal hearings.
11. Action paperwork for the transfer of patients out of the service.
12. Act as a point of liaison with external agencies and professionals in line with your responsibilities as MHA Administrator, including the CQC, Tribunal, solicitors, social workers, relatives and advocates etc.

**Additional notes**

You will be working in an environment with complex and challenging service users. An understanding of safeguarding procedures is desirable. An understanding of confidentiality issues is essential.

This job description is not exhaustive and is intended to give a basic outline of the duties required.

Employee signature .....

Date.....

### **PERSON SPECIFICATION - Mental Health Act Administrator**

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post, as outlined in the job description and supports the basis for selecting a candidate.

REQUIREMENTS		Please Tick One Box	
		Essential	Desirable
<b>Education/Qualifications</b>			
1.	Educated to GCSE Level or equivalent	✓	
2.	Educated to degree level or Equivalent		✓
<b>Experience</b>			
1.	A sound understanding and practical experience of working with the Mental Health Act	✓	
2.	Evidence of ability to work to deadlines	✓	
3.	Proven ability to develop systems that ensure compliance with the law		✓
4.	Previous experience of working with people with mental health problems		✓
5.	Experience of liaison with a wide range of people and agencies		✓
6.	Ability to demonstrate excellent communication skills: proven ability to communicate effectively and concisely with all grades of staff and members of external agencies, whatever their seniority	✓	
<b>Skills</b>			
1.	Well developed information management skills including the use of word processing, spreadsheets and databases (Microsoft Office) and their use in maintaining records	✓	
2.	Good analytical and numerical skills	✓	
3.	Ability to communicate effectively, clearly and concisely, verbally and in writing	✓	
<b>Abilities</b>			
1.	Ability to deal sensitively and tactfully with others through well-developed interpersonal skills	✓	
2.	Commitment to upholding rights and responsibilities under the Mental Health Act and awareness of challenges	✓	
3.	Evidence of good planning and organisational ability	✓	
4.	Ability to prioritise and work under pressure	✓	
5.	Able to develop effective working relationships with staff from a variety of agencies and disciplines	✓	
6.	Flexible approach to work with a demonstrable ability to multi-task	✓	
7.	A commitment to Equal Opportunities and treating people with dignity and respect	✓	
<b>Knowledge</b>			
1.	Has in depth knowledge of the essential principles and components of the Mental Health Act 1983	✓	
2.	Understanding of the importance of confidentiality	✓	
3.	Understanding of issues concerning people with mental health problems	✓	