

JOB SPECIFICATION



Job Title: MENTAL HEALTH ACT ADMINISTRATOR AND
CPA CO-ORDINATOR

Reports to: Hospital Manager

JOB DESCRIPTION

Purpose and summary of job:

To oversee all aspects regarding The Mental Health Act 1983 of all clients within the hospital.

Main Duties and Responsibilities

Administration of The Mental Health Act 1983

1. Responsible for maintaining accurate records for all detained clients to a high standard.
2. Managing patients section papers whilst conforming to the legal aspects of the MHA 1983.
3. Ensuring all relevant documentation is provided to all relevant agencies i.e. Mental Health Commission, Mental Health Review Tribunal, Solicitors, Social Workers and Psychiatrist.
4. Organising and attending Managers Panels and Mental Health Review Tribunals. Ensure all reports and relevant documentation is completed in a timely manner and in accordance with legal requirements. Including audio typing of reports.
5. Ensure all detained clients are aware of their legal rights under section 132 of the MHA 1983 and that this is recorded appropriately.
6. Liaising with Psychiatrists and organising timely renewals of sections in accordance with MHA 1983 and guidance notes from the Code of Practice and the Institute of Mental Health Act Practitioners.
7. Ensure that all patients are receiving their medication legally by keeping up to date records of consent to treatment and second opinions.
8. Organise regular care program approach meetings for patients with their Multi-Disciplinary Team including the social worker. Ensure all reports are available.
9. Co-ordinating solicitors for all patients to ensure they have legal representation for Manager's Panels and tribunals.
10. Ordering of all MHA documents from approved supplier.
11. To ensure discharge of patients from section, according to correct procedures.
12. To collate leave forms for all detained patients to allow lawful section 17 leave from the hospital.

Communication

13. Advise the Hospital Manager of any incident/accident and status of any clients whose care/health is causing concern.
14. Liaise with relatives on any matters relating to the patients detention and discuss any matters relating to their family as necessary.
15. Participate in staff and client meetings and attend training sessions as required.

Personnel

16. To participate in agreed systems of appraisals and individual performance review with the role of employee.

Marketing

17. Actively market the hospital and promote a positive personal / professional profile within the local community.

Training & Development

18. Teach and by example, train junior and new staff members in all aspects of this work in the hospital, giving help and guidance where appropriate and assist in keeping records up to date.
19. Ensure own knowledge is kept up to date in relation to any changes in the MHA.

Health & Safety

20. Report immediately to the Hospital Manager any illness of an infectious nature or accident incurred by a client, colleague, self or other.
21. Understand and ensure the implementation of the Hospital's health and safety policy, emergency and fire procedures.
22. Report any faulty appliances, damaged furniture or equipment and any potential hazard to the Hospital Manager or in their absence to the Maintenance man.

General

23. Promote and ensure the good reputation of the Hospital. To act as a positive role model, maintaining and demonstrating a positive attitude towards, clients, their families, staff, visitors and others.
24. Adhere to all appropriate UKCC guidelines/regulations and policy/procedure laid down by the group.
25. To demonstrate non-discriminatory practice in all aspects of work.
26. Maintain and update/or keep current professional knowledge and competence.

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27. Ensure that all existing stocks are maintained in a safe and tidy environment and re-order as and when required.
28. Maintain logbooks and records as may be required by both the Registering Authority and the Directors of the group.
29. Be 'on call' for emergencies which may arise within the Hospital and to cover shifts if all other avenues have been exhausted.
30. Ensure that all information of a confidential nature gained in the course of work is not divulged to third parties.
31. Notify the Hospital Manager as soon as possible of the inability to report for duty, and also on return to work, from all periods of absence.
32. Ensure the security of the Hospital is maintained at all times
33. To assist in ensuring quality targets are met in accordance with agreed standards.
34. Adhere to all group policies and procedures within the defined timescales. NCSC standards and guidelines, Department of Health guidelines and legislation, including the Mental Health Act and Code of Practice.
35. Assist in the arrangements for fund raising
36. Undertake other duties, as required, by the Head of Care or Hospital Manager.

PERSON SPECIFICATION

For new appointments, a selection panel will assess each of the points below against what you have written on the application form – so, as a job applicant, you should explain, by using examples from previous jobs, voluntary work or whilst you were in education, how you match these points.

To do this job effectively a person will need:-

Essential criteria for this post are shown in bold:

Knowledge

1. **Excellent Knowledge of Mental Health Act 1983 (MHA 1983)**
2. **Knowledge of Windows – Word/Excel/Outlook or equivalent**
3. **Willingness to undertake IMHAP training and other training courses related to the Mental Health Act in order to maintain knowledge**
4. Understanding of Mental Health Issues

Skills

5. **Able to communicate at all levels**
6. **Team Player**
7. **Ability to undertake audits**
8. **Self Starter**
9. **Ability to organise time, events and workload**
10. **Ability to co-ordinate**
11. **Assertive**

Qualifications

At The Time Of Appointment:

12. **GCSE Maths and English or equivalent level of numeracy and literacy**
13. NVQ Level 2 in Administration or equivalent

Through Professional Development (whilst in post and provided as organisational need and available resources dictate or, through self-funding if preferred by the post holder)

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Experience

- 14. **3+ years admin experience or evidence of the same, including report preparation; organising meetings; liaising with customers/clients**
- 15. Experience of working in a Healthcare environment, working with medical practitioners
- 16. Experience working in a Multi-disciplinary team

This Job Specification indicates the main duties and responsibilities of the post and it is not intended as an exhaustive list.

Please add signature and date indicating acceptance of this Job Specification.

JobholderSigned Date:

ManagerSigned Date:

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