

Regional Lead Mental Health Act Administrator

It is important that those who are delegated to meet and act on behalf of the Hospital Managers under the Act (mental Health Act Administrators) are competent to perform these duties; understand fully the requirements of the Act and receive suitable training. It is for the organisation or individual concerned to decide what arrangements to be put in place to monitor and review the way that functions under the act are exercised on behalf of the managers.

(Paragraph 13.19 and 30.19 of the Code of Practice; Mental Health Act 1983)

Key responsibilities:

- To ensure that all MHA procedures within the region are standardised
- Provide details of current/future training arrangements and mentoring of all new Mental Health Act Administrators.
- Provide training and regular updates for Nurses and Support workers to keep them up to date with the main provisions of the Mental Health Act.
- To establish suitable administrative processes to support the delivery of the Mental Health Act.
- To be responsible for developing and maintaining effective and efficient filing systems
- First point of contact for all MHAA's within the region; any legal queries should be directed to the Regional Lead for them to decide if any matters are for the attention of the company solicitors
- Ensure that all MHAA's in the region are up to date with all Mental Health Legislation
- Hold annual/bi-annual meetings to update all MHAA's of any new policies/ company forms etc; forum; for MHAA's to discuss any relevant issues and discuss case studies.
- Supervise MHAA's within the region; hold bi-annual supervisions/Appraisals (in liaison with each unit (Hospital) Manager)
- Undertake 6 monthly audits on Section Files at each hospital within your region
- Act at liaison for all CQC/MHA inspections
- Attend external Conference/ meetings relevant to Mental Health Act practice and counsel all MHAA's within the region accordingly
- Undertake other duties, as required, by the Regional Operations Director.

JOB SPECIFICATION



This Job Description 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: