

JOB DESCRIPTION

Job Title: Mental Health Act Administrator

Reports to: Hospital Manager

Accountable to: Hospital Manager

Job Purpose: To oversee all aspects regarding The Mental Health Act 1983 (amended 2007) of all clients within the hospital.

Main Duties & Responsibilities:

1. Administration of The Mental Health Act 1983
2. Responsible for maintaining accurate records for all detained clients to a high standard.
3. Managing patients section papers whilst conforming to the legal aspects of the MHA 1983.
4. Ensuring all relevant documentation is provided to all relevant agencies i.e. Mental Health Commission, Mental Health Review Tribunal, Solicitors, Social Workers and Psychiatrist.
5. 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.
6. Ensure all detained clients are aware of their legal rights under section 132 of the MHA 1983 and that this is recorded appropriately.
Ensure all Informal clients are aware of their legal rights under Section 131 of the MHA 1983 and that this is recorded appropriately.
7. 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.
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

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

Training and Professional Development:

1. Ensure attendance at all mandatory training sessions.
2. Co-operate fully with the Organisation's procedures for Performance Appraisal including the identification of your training and development needs, and demonstrate a commitment to meet these.
3. Undertake additional duties that contribute to patient care and the effective working of the unit, upon reasonable request of a senior member of staff.
4. 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.
5. Ensure own knowledge is kept up to date in relation to any changes in the MHA.

Health and Safety:

1. Report all untoward incidents to the General Manager or the Hospital Manager.
2. Be familiar with the arrangements for Fire Evacuation and keep up to date with Fire Prevention and safety training.
3. Inform the appropriate person of any malfunction of equipment.
4. Ensure that company policies and procedures relating to Health and Safety are adhered to.
5. Report immediately to the Hospital Manager any illness of an infectious nature or accident incurred by a client, colleague, self or other.

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

Job Holder Name

Signature

Date

Manager Name

Signature

Date

JOB SPECIFICATION

Mental Health Act Administrator

PERSON SPECIFICATION

For new appointments, a selection panel will assess each of the points below against what is written on the application form

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

1. Able to communicate at all levels
2. Team Player
3. Ability to undertake audits
4. Self Starter
5. Ability to organise time, events and workload
6. Ability to co-ordinate
7. Assertive

Qualifications

1. GCSE Maths and English or equivalent level of numeracy and literacy
2. 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